



Handbook 2024-2025

# UPPER SCHOOL STUDENTS & PARENTS

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**TIM GARRETT**

**Assistant Director of Upper School**



## | Upper School Director's Welcome

Dear Upper School Families,

Having been a part of the Oak Hall community for more than three decades, as well as being a parent of an Oak Hall alumna, I can tell you that Oak Hall's Upper School is a very special place unparalleled in this region of our state. We pride ourselves on our family-oriented environment that is physically safe, emotionally supportive, and academically rigorous. Our challenging college preparatory program serves students from diverse backgrounds at appropriate levels of achievement.

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

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

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

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

Thank you and Go Eagles!

Jeffrey A. Malloy

Interim Director of Upper School/Director of Operations

## A Note About this Handbook

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

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# About Our School

## | Non-Discrimination Statement

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

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

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

**Students: Jeffrey A. Malloy, Interim Director of Upper School/Director of Operation**

**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 or advisor 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 advisor and the Division Director. Disciplinary concerns should be brought to the attention of the advisor, Division Director, Assistant Division Director, or Dean of Students. 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.

At Oak Hall School, our Middle and Upper School Advisory Program is the central hub of the student experience. Advisors with a deep understanding of each student partner with families to provide personalized support, helping students feel safe, valued, and inspired to achieve their dreams. Families are encouraged to reach out to advisors regarding their student's OHS experience.

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

All initial questions about class routine, grading, homework, pedagogy, or incidents within the classroom should be directed to the classroom teacher. If further assistance is necessary, communication with the advisor, Learning Specialist, Counselor, or Assistant Director of Upper School is the next appropriate step.

If additional support is necessary after this communication has taken place, please contact the Director of Upper School directly. You may email administrators directly or set up a meeting or phone discussion by emailing [upperschooloffice@oakhall.org](mailto:upperschooloffice@oakhall.org).

## | School Calendar, Hours, and Schedule

### SCHOOL CALENDAR

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

### SCHOOL HOURS

The Upper School office is open from 8:00 a.m. until 4:00 p.m. Monday through Friday. The academic school day runs from 8:30 a.m. until 3:30 p.m.

### Drop Off Procedures

- Students should not arrive on campus before 7:30 a.m. to ensure safety and supervision.
- Families are asked to use the main circle to drop off and pick up students.
- Please do not drop off students in the student/faculty parking lot as that slows traffic and presents a safety hazard.

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

### OAK HALL UPPER SCHOOL SCHEDULE

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	11:54-12:34	LUNCH	11:54-12:18
LUNCH			12:18-12:54	SOAR	12:34-12:54 (DSP: GA or IS)	SOAR	12:34-12:54 (DSP: AC)
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

### NOTES

48-minute classes; 4-minute pass times; Daily lunch and SOAR period (Students, Organizations, Academic Readiness) can be altered by the week according to division/grade level needs; Extra time accommodation options built into sequence (except for 6th class period and Wednesday/Friday); Wednesday/Friday schedule accommodates US DSP recitals and other activities during extended Lunch/SOAR

## Who to Contact

QUESTION	CONTACT	EMAIL
Attendance	Jacob Goldberger	<a href="mailto:upperschooloffice@oakhall.org">upperschooloffice@oakhall.org</a>
Admissions	Nancy Coleman	<a href="mailto:ncoleman@oakhall.org">ncoleman@oakhall.org</a>
Advisory	Jeffrey A. Malloy	<a href="mailto:jmalloy@oakhall.org">jmalloy@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>
Canvas & Plus Portals	Donna Muller	<a href="mailto:dmuller@oakhall.org">dmuller@oakhall.org</a>
Class Schedules	Kim Wilkins	<a href="mailto:kwilkins@oakhall.org">kwilkins@oakhall.org</a>
	Kat Webb	<a href="mailto:kwebb@oakhall.org">kwebb@oakhall.org</a>
College Counseling (Grade 8)	Kim Wilkins	<a href="mailto:kwilkins@oakhall.org">kwilkins@oakhall.org</a>
Counseling	Katie Tanner	<a href="mailto:ktanner@oakhall.org">ktanner@oakhall.org</a>

Discipline	Che Roth	<a href="mailto:croth@oakhall.org">croth@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>
Learning Support	Amanda Metzler	<a href="mailto:ametzler@oakhall.org">ametzler@oakhall.org</a>
	Paul Mucci	<a href="mailto:pmucci@oakhall.org">pmucci@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>
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 a semesterly basis. The Honor Roll is a list of students who have maintained at least a B- (B minus) in each course for the semester. The High Honor Roll is a list of students who maintained at least an A- (A minus) in each course for the semester. Honor roll and high honor roll designations are based on final semester grades, which include semester exams.

#### HONOR SOCIETIES

##### Cum Laude Society

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

##### National Honor Society

Membership in the National Honor Society is based on scholarship, character, service,

and leadership. Students who are Juniors and Seniors with a cumulative GPA of 3.75 and above will be notified of their eligibility to apply via communication from the Oak Hall Upper School registrar/office.

### **Subject Area Honor Societies**

Membership is also offered in International Thespian Society, Mu Alpha Theta, National Greek Honor Society, National Latin Honor Society, Science National Honor Society, and Spanish National Honor Society. Criteria for membership and induction vary and faculty sponsors can provide information specific to each society.

### **Valedictorian/Salutatorian**

The Oak Hall Valedictorian/Salutatorian policy is as follows:

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

## **| Academic Honesty and Integrity**

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

### **HONOR CODE**

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

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

Other behaviors, such as repeatedly being absent on test days, misleading notes from home, excessive parental assistance, are violations of the Honor Code. All members of the Oak Hall community are committed to supporting the Honor Code and consider

themselves responsible for its maintenance and enforcement. This commitment to the Honor Code extends to all online course work, as well as to work that is conducted through extracurricular activities.

### **HONOR COUNCIL**

The Honor Council is comprised of students, along with a faculty sponsor, and is responsible for educating members of the community on issues of honor and academic integrity. The primary role of this body is to provide educative and peer-to-peer mentoring for students who have violated the school's honor code. Students, we feel, can help one another grow and learn from their mistakes. As a school, we believe the Honor Council plays an important role in the pedagogical process.

Once a student has been referred to the Honor Council, the members of the Honor Council, along with the faculty sponsor of the Honor Council and the student's advisor, will meet with the student to discuss the incident. The Honor Council will ask questions of the student and offer suggestions and advice on how to avoid violations of the honor code in the future. After the meeting, the Secretary will produce a summary of the exchange and file it with the faculty sponsor and the Director of Upper School. Students may be required to disclose Honor Violations on any college applications which request such information.

## **| Academic Warning**

Academic Warning is a serious cautionary status for students who are in jeopardy, due to grades, for being placed on Academic Probation at the semester close. Any student who meets the following criteria on the Progress Report will be placed on Academic Warning:

- A grade of "F" in any class;
- Two grades of "D" or lower.

When a student is placed on Academic Warning, their family will be notified by email by the Learning Specialist. The warning status will require the student to attend mandatory study hall to meet academic goals for improvement. Additional limits may be imposed in non-academic areas while progress towards goals is being monitored. Students will be re-evaluated at the next Progress Report or at the end of a Semester. If there is no improvement and a student remains on Academic Warning, they may be placed on Academic Probation, moved to a conditional contract, or in ongoing cases, requested to find an alternative school.

## | Academic Probation

Academic Probation is a serious status for students who are in academic distress based on the following criteria at the end of a Semester:

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

When a student is placed on Academic Probation, their parents will be notified by email, and a conference will be arranged by the Learning Specialist to set goals and strategies for improvement. Academic Probation status will require the student to attend mandatory study hall, could result in suspended participation of school-sponsored events, possible loss of course overrides, and/or FHSAA Athletic ineligibility (see Athletic Eligibility). Students will be re-evaluated at the end of the following Semester. If there is no improvement and the student remains on Academic Probation longer than one semester, the student may be required to withdraw from Oak Hall School based on inadequate academic performance.

## | Athletic Eligibility

### FHSAA

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

### ACADEMIC ELIGIBILITY IS DETERMINED BY THE FOLLOWING:

1. Students in grades 6 through 8 must have a 2.0 GPA at the conclusion of each semester.
2. A student entering the ninth grade shall be eligible during the first semester of the ninth-grade year provided that it is the student’s first entry into the ninth grade.
3. A student in grades 9-12 must have a cumulative high school grade point average of a 2.0 or above on a 4.0 unweighted scale in all courses as required by the Florida Statutes at the conclusion of each semester to be eligible during the following semester.

Exceptions to item 3 may be made for tenth graders who do not have a cumulative GPA of 2.0 at the conclusion of their 9th grade year or at the conclusion of the first semester of the tenth-grade year provided the following requirements are fulfilled:

- a) They have a 2.0 GPA in all courses taken during the semester of ineligibility.
- b) They sign an academic performance contract with Oak Hall; and
- c) They sit out the semester of ineligibility.

• If all of the above provisions are met, the student may regain their eligibility.

### ACADEMIC WARNING & ACADEMIC PROBATION

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

## | Canvas

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

### TIMING AND FEEDBACK

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

## | Conferences

Oak Hall School values partnerships with families to best support students’ academic, artistic, and athletic passions. Conferences are held twice a year; once in Semester 1 and another in Semester 2. Conferences are overseen by the student’s Advisor who serves as the main contact and connection for students’ holistic wellbeing at school. Conference topics include progress reports, report cards, OHS involvement, available supports, student goals, behavior, and social/emotional wellbeing. Content specific academic questions can be individually directed to appropriate faculty and scheduled during office hours.

## | Course Level Change

If a student is struggling in a course, or if there is agreement between the student and teacher that the level of the course is not challenging enough, that student may

change levels in a course at any point before the end of fourth week of school with the approval of the student's family, advisor, and Director of Teaching and Learning. Students should keep in mind that changing courses may impact the rest of their schedule, and that this option should be utilized rarely.

## | Courses Outside of Oak Hall

### FLORIDA VIRTUAL SCHOOL

With the exception of Health or Personal Finance, 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 Upper 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.

### UF ONLINE

Oak Hall School has formed a partnership with UF Dual Enrollment. Juniors or Seniors who meet the criteria set by the University of Florida may enroll in a course offered by the UF Dual Enrollment online program. All UF Online course requests must be vetted by the Director of College Counseling and approved by the Director of Upper School and the Director of Teaching and Learning. Application to the program must be completed in the semester before a student enrolls in the course. UF Dual Enrollment is only available during the fall and spring semesters. Courses taken outside of Oak Hall will not be reflected on our transcript nor will they be calculated in the Oak Hall GPA. Students who wish to report these classes must request for the final UF Dual Enrollment transcript to be transmitted to Oak Hall. We are happy to electronically submit a UF Dual Enrollment transcript separate from the Oak Hall transcript upon student request.

## | Drop/Add Period

Students may switch courses within the first three days of school if they present a valid reason to the Director of Upper School. The deadline to drop a course is the end of the fourth week of classes in the first semester.

Students may request a course change during the drop/add period by providing a valid reason. To initiate the process, students must complete a course change request form, available through the College Counseling Office. They will be notified once a decision has been made regarding their request.

## | Failed Courses

Students must earn a semesterly passing average for all core subject courses. When a student is failing or at risk of failing a semester, students will be placed on either academic warning or academic probation. If the final semester grade results in failure, options for remediation could include:

a grade adjustment upon resubmission of coursework; repeating the failed semester course either through on-campus opportunities or Florida Virtual School, if available.

Note: Outside make-up courses/opportunities are not included in the annual tuition for Oak Hall School.

If the student is ultimately unable to pass the semester, the student will be required to repeat it or withdraw from Oak Hall School based on inadequate academic performance. See 'Grade Replacement' for more details.

## | Grade Replacement

Any student who earns a D or F in a core academic class (not an elective) for the semester, may apply to retake the class and have the grade replaced. Credit will be awarded only once for classes that are repeated. Please note that this may create a credit deficit in terms of total credits required for graduation. In most situations, students will need to use their study period to recoup the credit. The replacement grade will count towards the student's GPA. Students must receive approval from the Director of Upper School and the Director of Teaching and Learning to repeat any course for credit.

## | Grading Policies

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

All students must be enrolled in and successfully pass a minimum of six courses earning six credits each year. If a student does not successfully earn six credits, s/he



may be required to attend summer school or make up the credit in some other way. Additionally, students must take a minimum of four academic courses (defined as offerings from the English, History, Math, Science, and World Language departments) each semester.

Middle School students who are enrolled in high school level courses such as world language, mathematics, or science 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.

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

The school reports letter grades on report cards and transcripts. Grade point average (GPA) is determined on a scale. Advanced Placement level courses are weighted 1.0, and Honors classes are weighted 0.5.

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

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

## Graduation Requirements

Students must earn twenty-four (24) credits in grades 9-12. They must be enrolled in and successfully pass a minimum of six (6) courses earning six (6) credits each year. If a student does not successfully earn six (6) credits, they may be required to attend summer school or make up the credit in some other way. Additionally, students must take four (4) academic courses (defined as offerings from the English, History, Math, Science, and World Language departments and all AP classes) each semester.

Students must accumulate at least 40 hours of Community Service (80 effective with the Class of 2028) and successfully complete a 40 hour "Senior Project" in order to fulfill graduation requirements.

There is a half-credit (0.5) required in physical education. This requirement can be fulfilled either by taking the Strength & Conditioning course or by any student competing in either 2 seasons of a Varsity sport or 4 seasons of a JV sport during Grades 9-12.

## 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. Classwork not completed may also become part of homework assigned. Late work penalties will be assigned by individual teachers.

## Honors and Advanced Placement Courses

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

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

College Board charges for each examination and students are responsible to pay the examination fees by the established deadline. Students who must make changes in their exam schedule will incur any cost associated with the change and will be invoiced the additional cost. Any exceptions to the fee schedule for AP examinations must be approved by the Director of Upper School and the Director of Teaching and Learning.

## Incompletes

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

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

## | Independent Study

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

Independent Study projects should be proposed by the student using the proper form available in the College Counseling Office. The student's project must be approved by the Director of Upper School, Director of Teaching & Learning, and a sponsoring faculty member.

## | Report Cards

Families will receive two report cards a year. These are provided following the conclusion of Semester 1 and Semester 2. Report cards include a summary on grades and include a log of tardies and absences. 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.

## | Study Halls & Study Period

All students in Grade 9 will be assigned to study hall during the fall semester to provide a supervised transition to the Upper School. Students in Grades 10-12 may elect to have a free period, provided they are on track to meet graduation requirements. The expectation is for free period to be used a study period for students to utilize their time effectively toward the pursuit of their academic studies.

Any student who is placed on Academic Warning or Academic Probation will automatically be assigned to study hall.

## | Test Days

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

Day 1: Math/World Language

Day 2: History/Science

Day 3: English/World Language

Day 4: Math/History

Day 5: English/Science

## | Testing

The CTP-5 (Comprehensive Testing Program) is given in the spring to all students in Grades 9. 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 Grade 10, students have the opportunity to take both the PreACT and PSAT. These tests aim to give our students a quantifiable measurement of their progress regarding ACT or SAT preparedness. We intend to use this as a baseline for our students in guiding them toward future success on college admission testing through our college counseling process.

In Grade 11, students take the PSAT-NMSQT, the qualifying exam for the National Merit Scholarship Program. This is a nation-wide competition held annually for high school seniors. To qualify as a National Merit Semi-Finalist, students must attain a certain threshold PSAT/NMSQT score in their junior year (usually in the top 1% of test takers in their state).

## | 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 ([dmuller@oakhall.org](mailto:dmuller@oakhall.org)) with any questions.

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

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

The school views with disfavor absences related to extended family vacations and outside social activities. If such a circumstance should arise unavoidably, parents should notify the Dean of Students in writing at 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, the student should be prepared to take the test or turn in the paper on the day said student returns to school. Make-up tests are primarily administered by the teacher after school or during a planning period. Make-up tests may also be taken during a proctored study hall if previously arranged with the teacher. All make-up tests take precedence over all athletic practices and extracurricular obligations. Multiple make-up tests should be taken in the order of the student's class schedule.

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

For pre-arranged or official absences, such as athletic events, field trips, and college visits, it is the responsibility of the student to see each teacher for information on assignments prior to the day of the absence. If a student is absent for a portion of a school day, the student is required to make up any tests missed at the earliest possible opportunity. Any major research paper or long-term assignment must be given to the assigning teacher by the beginning of class on the day it is due whether or not the student is present.

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

### **OFFICIAL ABSENCES**

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

Any student who is absent from school for greater than 30 minutes in a school day must provide documentation of medical situation (signed by a provider who is not a parent), legal responsibilities, or have notified the school of anticipated or extended absence at least one week in advance.

### **UNOFFICIAL ABSENCES**

Excused absences are those necessitated by medical situations, legal responsibilities, or anticipated or extended absences. Please provide corresponding documentation to the Upper School Office so that the absence may be recorded correctly. Unexcused absences refer to absences other than above. The Dean's office reviews all unexcused absences for possible disciplinary action.

### **DEPARTURES FROM CAMPUS**

1. It is imperative that all students sign out in the Upper School office when leaving campus for non-school related business.
2. Seniors are the only students who are allowed to leave campus for lunch. Seniors transporting underclassmen during lunch may lose senior privileges.
3. 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 during school hours.

## **| 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 school will contact the parents to ensure that a physician has been consulted.
2. The Learning Center will inform the student's teachers and advisor of the injury.
3. The school must receive documentation from a physician to officially be considered under the concussion protocol.

### **RETURN TO SCHOOL PROCEDURES**

1. While students are symptomatic and under the care of a physician, they shall be "academically frozen." This means that students will not complete assignments, do readings, turn in papers, 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 may not be responsible for the assessments given during that time. Faculty will consult with the student, the family, the advisor, and the office in order to put together a viable academic plan for the affected student.

3. Students who are academically frozen will not be permitted to participate in extra-curricular or athletic activities until cleared by a physician.

## | Good Cause Policy for Athletics

Oak Hall maintains the prerogative to grant any student admission to athletics upon acceptance to Oak Hall School. The Head of School and Director of Athletics hold the authority to determine whether a student may join an athletic team at any juncture throughout the academic year.

## | 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.

## | 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.

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

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

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

Director of Upper School (for other extra-curricular participation).

## | Ride Sharing Services

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

## | Tardiness

Students are expected to be on time to all classes, assemblies, practices, and other appointments and obligations. Students who do not arrive on time must sign in and get a note from the office. Tardiness to school and to class will result in appropriate disciplinary action to be determined by the Dean of Students. After a student's 4th tardy, the student will receive a detention. After the 7th tardy, the student may meet with the Dean in consultation with the student's family. Subsequent tardiness may result in a meeting with the Head of School.

# Student Conduct and Discipline

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

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

## | Oak Hall School Acceptable Use Policy Authorization

Oak Hall School supports the use of technology to enhance student learning outcomes. As we live in an increasingly digital world, it is important for students to recognize the appropriate use and limits of their devices. Students and families will be asked to sign Oak Hall's Acceptable Use Policy (see [Appendix A](#)) at the beginning of each academic year.

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

- Each student should possess a laptop, either a Windows 11 PC or a comparable Apple product.
- The school recommends a minimum of 8GB.
- The computer should have wireless capability, and the school highly recommends a case for protection.
- While it is possible to do work on an iPad, this is not recommended due to memory and software limitations as well as printing issues.
- Each Upper School student will have the ability to download Office 365 to their computer as part of our school license or run it directly from the web.
- A Virus/malware protection software package should be installed on the student's computer to protect the school's network from external intrusions. (Some examples: Malwarebytes, Microsoft Defender, etc.)

## | Automobiles and Parking

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

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

Students should not leave cars on campus overnight or over a weekend. We cannot guarantee their security, and cars left unattended are at risk. Oak Hall School does not

carry insurance which covers vandalism in the parking lot.

## **Cleanliness and Litter**

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

## **Community Service**

Oak Hall students are required to complete 80\* hours of community service to graduate (\* C/O 2025,2026, and 2027 are only required to have 40 hours). Students should complete at least 20 service hours per year to remain on track for graduation. Service hours must be recorded on the service-learning form and submitted before the end of each semester to Jeffrey A. Malloy, Interim Director of Upper School.

## **Detentions**

Disciplinary notices RESULTING FROM FAILURE TO COMPLY WITH BEHAVIORAL EXPECTATIONS are emailed to students and families by the Dean of Students. Proctored 30-minute detentions are held from 7:30 to 8:00 a.m. in the Learning Commons.

## **Field Trips, Class Trips, and other School-Related Events**

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

## **Harassment/Bullying**

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

Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or

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

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

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

When the school administration becomes aware that harassment or bullying may be occurring, it will promptly investigate the situation. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school.

## **Inspection Policy**

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

## **Interpersonal Relationships**

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

## **Lockers and Book Bags**

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

Students are assigned individual lockers with locks provided by the school upon request. When not in use, lockers should be kept locked. Students may not move to any other lockers than the ones assigned to them. Lockers and locks are school property. Students should be aware of Florida Statute 232.256. (3): "A student's locker or other storage area is subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects."

Book bags are never to be left in the hallways, as dictated by fire regulations. Book bags left in the hall will be removed. Athletic bags and equipment must be placed in gym lockers or outside shelves during the school day.

## | Major School Rules

Maintaining a safe, orderly, and positive environment for all our students is an integral part of the mission of Oak Hall School. With that in mind, the activities listed below are considered serious offenses and are grounds for major disciplinary action. Disciplinary options include loss of privileges, non-participation in extra-curricular activities, detentions, in-school suspensions, out-of-school suspensions, and expulsion. For the most part, decisions in these matters rest with the Dean of Students and Director of Upper School, with the exception of expulsion, for which a recommendation will be considered by the Head of School. Violations of major school rules include:

1. Violations of the Honor Code;
2. Possession of any weapon;
3. Possession or use of any controlled drugs, drug paraphernalia, alcohol, tobacco, or smoking-related products (including vaping and/or e-cigarettes);
4. Acts, behaviors, or words which are xenophobic or intolerant towards any person's race, religion, color, gender, gender identity, gender non-conformity, sexual orientation, national origin, socio-economic status, citizenship, or disability;
5. Fighting, inflicting bodily harm, harassment, threats, intimidation, disrespect toward others, the use of profanity, bullying or cyber-bullying;
6. Damaging, destroying, or the theft of the property of others or the property of the

school;

7. Leaving campus without permission and without following correct procedures will lead to parent notification from the Dean of Students. Subsequent occurrences will lead to up to 3 detentions for the 1st offense, loss of driving privilege and assignment of an In-School Suspension for the 2nd offense. Further occurrences will lead to a parent conference and a recommendation to the Division Head or Head of School for further corrective actions;
8. Repetitive tardiness and absences from school or classes;
9. Irresponsible use of an automobile;
10. Violation of the Acceptable Electronic Use Policy; and
11. Violation of the Bathroom and Changing Facility Usage Policy

## | Messages and Cell Phone Use

Oak Hall School supports the use of technology to enhance student learning outcomes. As we live in an increasingly digital world, it is important for students to recognize the appropriate use and limits of their devices. Students are not permitted to use or access cellular phones in class unless directed to do so by their classroom teacher. Teachers may, in their discretion, require students to place cellular phones brought into their classroom into a designated cell phone holder. Any use or access of a cellular device in the classroom without express permission from the teacher will result in disciplinary action. Students and families will be asked to sign Oak Hall's Acceptable Use Policy (see Appendix A) at the beginning of each academic year.

## | 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, and the student will remain in divisional office until correction is made:

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 Upper 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.

## | Senior Privileges

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

## | Standardized Disciplinary Procedure

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

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

email.

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

# Student Resources and Support

## | Advisory Program

Oak Hall School Middle and Upper School Advisory Program Statement of Purpose

The Oak Hall Middle and Upper School Advisory Program serves as the central hub of the student experience, fostering a welcoming, supportive, and diverse community. With a holistic understanding of each student, our advisors act as essential partners to families, offering individualized support and mentorship. They advocate for, motivate, and hold students accountable, ensuring they feel safe, valued, and inspired.

Why the Advisory Program Matters:

- Personalized Support
- Family Partnership
- Holistic Development

The Value of Advisory to the OHS Community:

- Enhanced Student Success
- Stronger School-Home Connection
- Positive School Environment

The Oak Hall School Advisory Program is vital to our educational approach, enriching the student experience and empowering each individual to reach their fullest potential.

Outcomes:

1. Social-Emotional Well-being Development
2. Personal Growth and Self-Advocacy Skill Building
3. Individualized Support

## | Class Sponsors

Class sponsors help classes participate as a unit in the life of the school. They help students plan projects, attend all class meetings, and help chaperone various class activities. In addition, they bring concerns of the class to the attention of the Upper School faculty and administration.

#### Class Sponsor

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

## | College Counseling

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

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

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

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

probation, suspension, dismissal, and expulsion.

## | School Counselor

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

## | Teaching and Learning Center

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

### ACADEMIC ACCOMMODATIONS

Oak Hall Upper School's academic program is college preparatory and does not include a special program for students with diagnosed learning differences; however, the school does work to support students with mild learning concerns. The school can make some accommodations for students if the student has a diagnosed learning difference. The accommodations must be recommended by a licensed professional (outside of the school) who has tested the student within the past five years. The school must have a copy of the complete evaluation before an accommodation plan is made. Accommodation plans are facilitated by the Upper School Learning Specialist. 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.

### **HEALTH ACCOMMODATION PLAN**

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

*This revision occurred 29 July, 2024.*

# Appendix A

## **Acceptable Use Policy Authorization**