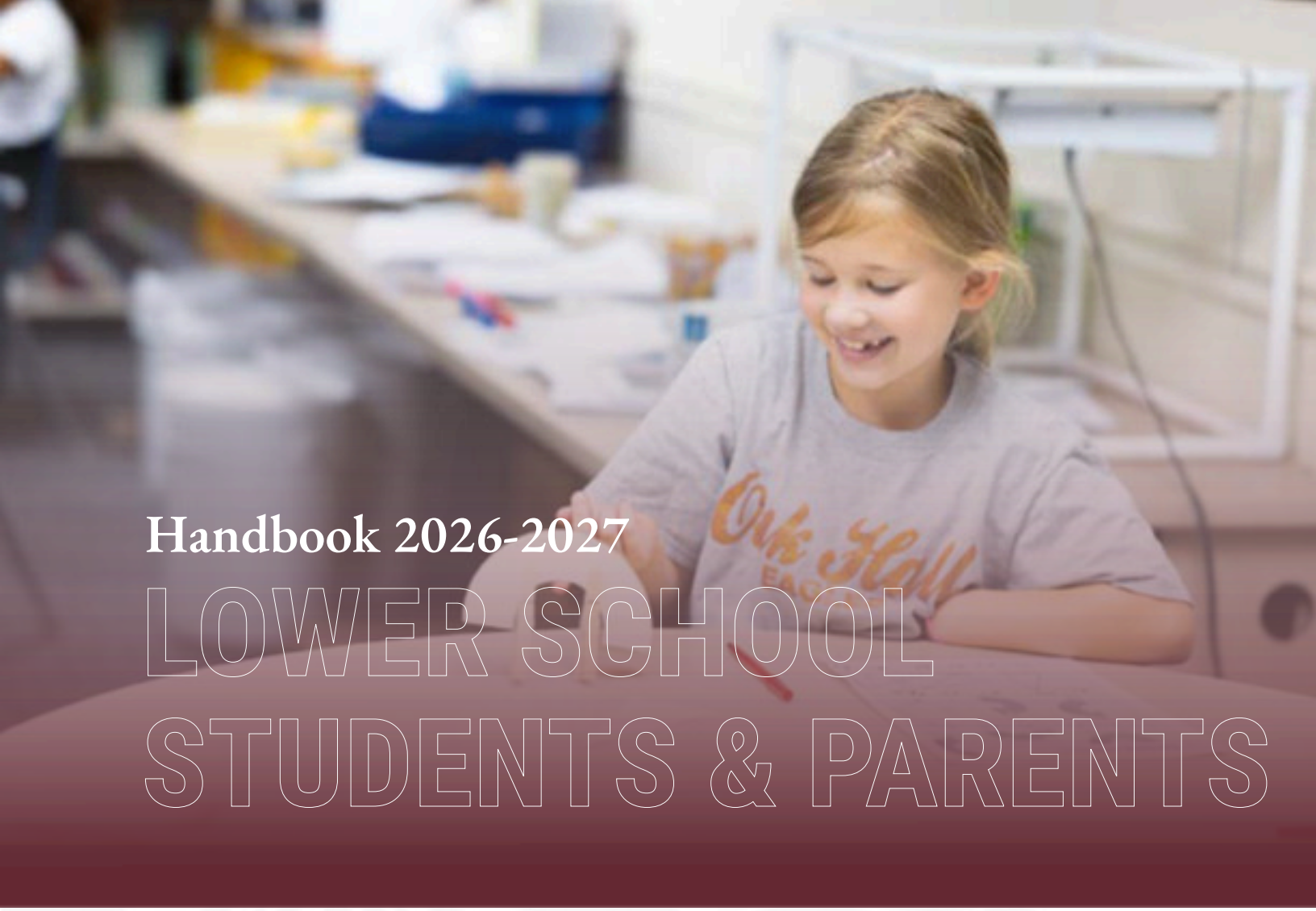


Handbook 2026-2027

LOWER SCHOOL STUDENTS & PARENTS

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Oak Hall School

SCHOLARSHIP · LEADERSHIP · SERVICE

Lower School Director's Welcome

Dear Oak Hall Lower School Families,

It is my absolute pleasure to welcome you and your children to the 2026-2027 school year!

At Oak Hall, we are deeply committed to cultivating a vibrant, joyful, and engaging space where young minds can truly thrive. Our exceptional team of educators works together to recognize and support the unique potential within every student. By combining an active, creative curriculum with a rich variety of specialized classes, we ensure our students receive a deeply enriching and well-rounded education.

This handbook is designed to be a practical guide for our community. By aligning our policies and daily procedures, we can build a strong, collaborative bridge between home and school that lifts our students up both academically and emotionally.

Our community is at its best when we work as a team. Please never hesitate to reach out if you have questions, ideas, or just want to connect. I am so excited for the wonderful journey ahead of us this year!

Sincerely,

Cory Tomlinson

Director of Lower School

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.

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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 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: Cory Tomlinson, 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 to contribute to our school community. For more information on how to become involved, please reach out to Danielle Tripp at dtripp@oakhall.org.

Family Partnership and Communication Expectations

As a school community, we believe that a positive and constructive relationship between the School and it’s 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 for communicating with teachers and the administration. Faculty members are expected to check their email each weekday; however, because the daily schedule is often very full, it may take up to 24 hours for a teacher to receive and respond to an email message. Please allow appropriate time for faculty members to respond.

Another important method of communication is the school’s website and social media. Please check www.oakhall.org regularly, as many questions can be answered by reviewing the information posted there. Information is also communicated on our Facebook page (facebook.com/oakhallgainesville) and Instagram (@oakhallschool).

Teacher newsletters will also be sent home regularly during the school year to keep families informed.

School Calendar

A calendar of events is located on the Veracross Parent Portal.

Whom to Contact

QUESTION	CONTACT	EMAIL
Absences	Mary Charlotte Klettner	lowerschooloffice@oakhall.org
Admissions	Nancy Coleman	ncoleman@oakhall.org
Athletics	Edwin McTureous	emctureous@oakhall.org
Billing	Penny Thie	pthie@oakhall.org
Educational Technology	Jessie Jung	jjung@oakhall.org
Discipline & Dress Code General	Robin Kelleher	rkelleher@oakhall.org
Concerns	Cory Tomlinson	ctomlinson@oakhall.org
Learning Support (K-1st) Learning	Lizzy Coker	ecoker@oakhall.org
Support (2nd-3rd) Learning	Kylie Holland	kholland@oakhall.org
Support (4th-5th)	Molly Davis	modavis@oakhall.org
Medication/Illness	Tanya Sayour	tsayour@oakhall.org
Student Counseling	Jennifer Taylor	jtaylor@oakhall.org
Report Cards	Mary Charlotte Klettner	lowerschooloffice@oakhall.org
Security	Nate Ellis	nellis@oakhall.org
Social Media/Communications	Taylor Smith	tsmith@oakhall.org
Summer & Auxiliary	Danielle Tripp	dtripp@oakhall.org

Academic Policies and Procedures

Canvas

Oak Hall uses Canvas as its learning management system for grades 4-5. Assignments and grades will be posted on Canvas for students in grades 4-5. Grades will be updated for students within a week of submission; exceptions 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.

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 to assess their overall understanding of mathematical concepts 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 of recommended course placements. At that time, parents may request that course placements be reconsidered by submitting a course change request form to the Lower School Learning Support team.

Conferences

Oak Hall School values strong partnerships with families to best support each student's academic, athletic, and artistic passions. Conferences are held twice a year, once in Semester 1 and again in Semester 2, and are overseen by the student's Homeroom teacher, who serves as the primary contact for their holistic wellbeing at school. Fourth and fifth grade students also participate in Student-Led Conferences (SLC), where they take an active role in reflecting on their growth and setting future goals.

Grading Policies

Students in Kindergarten–Grade 3 receive grade designations of Exceeds ("E"), Proficient ("P"), Developing ("D"), or Beginning ("B") for standards in each core content area. In Grades 4–5, students receive letter grades in core academic courses. Skills and enrichment courses are marked Consistently ("C"), Sometimes ("S"), or Never ("N"). The letter grade percent equivalent is as follows:

GRADING SCALE

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 students for the next day's lesson, and develop responsibility.

The approximate amount of time students should spend completing daily homework is:

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

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

If homework becomes excessive, unmanageable, or particularly time-consuming for your child, please bring this to the attention of the classroom teacher or learning specialist 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 and can be found in the Veracross parent portal. 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 holistic 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.

Standardized 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. For students in grades 3-5, science is an additional subtest category. 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. This can be completed on Magnus Health within your Veracross Parent Portal.

If your child will need medication administered during the school day, a parent or guardian must fill out the Medication Authorization Form, which can be found on your child's Magnus Health Portal. The form must be submitted online prior to bringing in the medication to the clinic. All medication should be 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 form must be completed and submitted on Magnus Health. If your student will keep an EpiPen in the clinic, please ensure this form is completed at the start of the year before bringing the EpiPen to the clinic.

There are several over-the-counter medications stored in the clinic for students if needed. Permission for students to take this medication is completed by parents prior to the start of school using an over-the-counter medication form on Magnus Health. 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 Magnus Health.

Attendance

All Lower School students are expected to be on campus each school day from 8:15 a.m. until dismissal (2:35 p.m. for ECLC / 3:10 p.m. for LS). Full-day attendance is vital for academic success and classroom engagement. Families are strongly discouraged from checking students out early for non-essential reasons.

Type of absence that do not count towards 8 for the semester	What to submit	What happens
School-sponsored event (athletics, field trips, performances)	No Documentation	Arrange makeup work with teachers in advance, per the Late Work policy
Religious observance	Advance notice to Lower School administration if possible	Arrange makeup work with teachers

ATTENDANCE EXPECTATIONS AND PROCEDURES

To ensure academic consistency, students may not exceed a total of 8 absences per semester. This policy eliminates the distinction between excused and unexcused absences; all absences count toward the 8-day limit. When a student reaches four (4) absences, the Lower School administration will reach out to the parents via email to make them aware of the number of days absent for the semester.

If a student surpasses 8 absences in a semester, parents will be notified by email or phone call to attend a meeting with the Lower School administration.

School-sponsored events, such as Athletic/Academic competitions, field trips, performances or other events as determined by Lower School Administration, are excluded from the total number of absences per semester.

TARDIES

Starting the school day on time gives your child a calm, confident morning. Arriving before the bell lets them unpack, settle in, and greet friends without feeling rushed.

While we do not penalize children for being late, arriving tardy can make them feel a bit scrambled as they try to catch up and is disruptive to the class. Helping them arrive on time is a wonderful, stress-free way to support their routine and start their day.

PLANNED ABSENCES

Absences related to extended family vacations or outside social activities are strongly discouraged. Families must notify the Director or Assistant Director of the Lower School in writing at least one week in advance if such circumstances arise.

MISSING ASSIGNMENTS

Teachers are not required to provide academic work in advance for absences due to family vacations or social activities. Assignments will be provided upon the student's return, and the nature of these assignments is at the teacher's discretion since some assignments are not able to be replicated.

ATTENDANCE COMMITTEE

The Lower School Attendance Committee monitors student attendance patterns, specifically identifying excessive absences and tardies. The committee collaborates with the administration to determine the next steps to support families.

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:

When a concussion is suspected, any student exhibiting symptoms will be removed from all physical activity immediately, including physical education and recess for the remainder of the day, and should be evaluated by a physician. If a concussion is diagnosed, written documentation from the physician must be provided to the school and will be used to guide necessary activity restrictions and academic accommodations. The student may not return to physical activity until they have been medically cleared by their physician. Parents or guardians are expected to communicate any ongoing or new symptoms to the School Nurse, as consistent communication is essential to ensure appropriate care, monitoring, and support during the student's recovery at school.

INITIAL IDENTIFICATION

1. Any diagnosed or suspected concussions should be disclosed to the school nurse (tsayour@oakhall.org), who will contact the parents to ensure that a physician has been consulted.
2. The school nurse will contact the Learning Center who will inform the student's teachers and advisor of the injury to coordinate support.
3. The school must receive documentation from a physician to officially be considered under the concussion protocol.

RETURN TO SCHOOL PROCEDURES

We will work in conjunction with the student, family and the physician's recommendations to ensure that any student diagnosed with a concussion has ample time to complete any necessary work. Special accommodations will be made in this case. Physician clearance for return to normal activity, both academic and physical activity will be required once student is without symptoms.

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.

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.

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.

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 (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 and 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 and follow the Summer & Auxiliary Programs 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 Mrs. Tripp.

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 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.

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 using 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 must stay home until symptoms have resolved or return after 24 hours of initiating antibiotics and clearance from the child's doctor to return.
- 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. The student is to be cleared by the 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.

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.

Library

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

Lost and Found

Parents should label articles of clothing and lunch boxes with the student's name. Lost 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 are given the opportunity to have a snack each morning. Please pack snacks separately labeled with the student's name. Students staying for Extended Day will need to pack an additional afternoon snack.

Preschool and Junior Kindergarten students eat lunch in their classrooms. Kindergarten through Grade 5 students eat outdoors when weather allows, and indoors during inclement weather. All students are expected to remain seated while eating, use appropriate table manners, eat for at least 15 minutes before playing, use facilities respectfully, and clean their area after lunch.

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.

Water is the only beverage students should bring to school; soft drinks, juice, and other beverages should stay home. Students may bring a lunch or order through our lunch program. Parents may choose to order lunches in advance through 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. All birthday celebrations must be communicated to the teacher prior to scheduling.

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.

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 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 Assistant Director of Lower School, 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.

Additionally, it is mandatory for all students in preschool - 5th grade 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), or by calling 1-800-469-2222. Our Lower School preferred school # is 900065376.

PHYSICAL EDUCATION ATTIRE

Lower School students wear their school uniform for P.E.; no separate P.E. attire is required. In colder weather, students may wear their outside coat or jacket to P.E., provided outerwear aligns with the school dress code.

For your child's safety, watches, necklaces, bracelets, and dangle/hoop earrings are not permitted during P.E. class; stud earrings are allowed. Students with longer hair should keep it tied back and out of their eyes.

If there is a health-related reason your child should not participate in any phase of the P.E. program, please provide a note from your child's physician via email to the P.E. Coaches and your child's homeroom teacher.

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.

Artificial Intelligence Policy

DEFINITION

Artificial Intelligence (AI) refers to digital tools that generate output based on data, patterns, and human-created information. These systems appear in nearly all academic fields and continue to evolve as their capabilities expand. Within this context, Oak Hall views AI as a resource that, when used with integrity, can enhance learning and support school operations.

PURPOSE

This Position Statement outlines the school's expectations in the responsible and ethical use of AI in our school community and serves as a guide for students, families, faculty, and staff as they navigate a changing digital landscape. Oak Hall's use of AI is intended to further its primary mission of supporting students in their diverse individual needs.

STUDENT ENGAGEMENT WITH AI

Students' engagement with AI plays a meaningful role in their academic journey. When used properly, AI tools extend classroom learning in ways that promote creativity and curiosity. Students develop critical thinking skills by questioning digital responses and verifying information with reliable sources, and they learn to take personal responsibility for their use of technology. At Oak Hall, students are expected to use AI tools with purpose and integrity. Please refer to the Oak Hall School AI Assignment Guide, in conjunction with the school's Responsible Use Policy for usage guidelines.

FACULTY AND STAFF USAGE OF AI

Oak Hall encourages faculty to use AI to innovate their teaching methods and strengthen instruction in ways that promote creativity and curiosity. With purposeful integration of these tools, teachers can design engaging lessons, streamline planning, and dedicate more time to meaningful student relationships. Proper AI use in the classroom, including creating effective prompts and carefully scrutinizing AI output, allows teachers to model curiosity while maintaining academic rigor and integrity. Teachers use their own professional judgment to assess learning, preserving the human connection that defines excellent teaching.

Outside of the classroom, Oak Hall recognizes the transformative power of AI to support and enhance school operations. As a nonprofit institution, the school has a responsibility to use its resources wisely, and AI has the potential to streamline workflows and reduce managerial burdens. These resources allow administrative staff members to devote more time to supporting the school's mission while improving efficiency in day-to-day operations.

PARENT AND FAMILY PARTNERSHIP WITH THE SCHOOL

A partnership between Oak Hall families and the school is essential to helping students approach AI with reflection and balance. Parents can guide responsible technology use and emphasize that AI enhances learning but does not replace human understanding or decision making. Conversations at home could, for example, invite students to consider how these tools shape their daily experiences as well as their larger worldview, encouraging curiosity and ethical awareness. Ongoing collaboration between families and the school builds a community rooted in innovation and integrity.

As leaders and mentors, Oak Hall faculty and staff are committed to ongoing learning with regard to Artificial Intelligence, a rapidly evolving technological landscape.

PROFESSIONAL LEARNING AND GROWTH

Continuous professional development empowers Oak Hall administration, faculty, and staff to explore the possibilities of Artificial Intelligence.

Through a range of development opportunities, including conferences, in-service days, and collaborative sessions, teachers gain practical experience with tools that enhance instruction and inspire creativity. The Oak Hall Teaching and Learning team works closely with school technology leaders to integrate AI into classrooms in ways that prioritize professional growth across the entire campus. This approach helps the school integrate AI into classrooms in ways that enrich learning while also fostering students' emotional wellness.

To ensure the quality of education the school delivers, the administrative team commits to staying abreast of ongoing research, tool evaluation, and professional training. This approach reflects Oak Hall's dynamic culture, which welcomes innovation while staying grounded in student-centered values.

DECISION MAKING AND ETHICAL USE

Decisions made by conscientious and well-informed professionals will always be a central element of every aspect of Oak Hall. AI can support student-centered decision making, but it does not replace professional judgment. Users evaluate information carefully and remain accountable for the final decisions. AI does not function as a single source of truth, and its proper use requires diligence and responsibility.

As Artificial Intelligence continues to evolve, Oak Hall treats this Position Statement as a living document. Periodic review ensures that it reflects emerging research, evolving technologies, and classroom insights. Feedback from students, faculty, and families allows the school to remain thoughtful, adaptable, and forward-looking in its approach to AI in education.

Oak Hall Assignment A.I. Use Guide 25-26			
Level	**What It Means**	**What You Need to Do**	**What You Might Need to Show**
Level 1: No A.I. Use	You must complete your work ***entirely by yourself*** with no help from A.I. tools.	You ***cannot use A.I. at all***. This work must show your own thinking and skills.	❑ Work done in class without devices ❑ Work supervised by a teacher ❑ Work completed using a secure browser
Level 2: A.I. for Planning	You may use A.I. to help ***start*** your ideas, like brainstorming or finding sources.	You may ***use A.I. to plan or research***, but you ***must*** do the writing or final product yourself.	❑ A reflection explaining how A.I. helped you plan ❑ Before/after versions ❑ Screenshots or chat history
Level 3: A.I. for Collaboration	You may use A.I. to ***help*** with writing, editing, or giving feedback, but you ***must*** change and improve it yourself.	You ***must edit and improve*** anything A.I. gives you. Don't just copy and paste!	❑ A reflection showing what you changed and why ❑ Before/after comparisons ❑ Screenshots or chat history
Level 4: Full A.I. Use	You may ***use A.I. as much as needed*** to complete the task, but you're in charge of how it helps you.	You ***must explain*** how you used A.I. and how you made decisions while using it.	❑ Written or video reflection ❑ Notes on what was done by A.I. and what was done by you
Level 5: A.I. Exploration	You and your teacher may work together to ***experiment with A.I.*** in creative or new ways.	You're ***exploring new ways to use A.I.***, like designing your own project or solving problems in a new way.	❑ Project proposal ❑ Regular check-ins or reflections ❑ Final report on what worked and what didn't

Responsible Use Policy

Oak Hall School (OHS) supports and values the use of technology to enhance the educational experience and to prepare students for the next steps in their academic and professional pathways. As an educational institution, the School values good digital citizenship, which is defined as the norms of appropriate, responsible behavior with regard to technology use. As responsible digital citizens, students are expected to make safe, respectful, ethical, and appropriate choices when using technology, even when direct supervision is not present.

Responsible use is required in the use of all Oak Hall School technology resources, including school-issued devices, school accounts, school networks, internet access, software platforms, printers, and online services. These rules also apply to personally owned devices when they are used on campus, connected to the Oak Hall network, used with school accounts, or used for school-related activities. Outside of school, Oak Hall students are expected to engage in appropriate digital citizenship in interactions with their peers, and the broader community.

This Responsible Use Policy is intended to define the scope of responsible use, by establishing student responsibilities, prohibited actions, and restrictions on inappropriate use. Because technology is rapidly evolving, this policy is not an exclusive, exhaustive or definitive list, but is intended to establish basic expectations and guidelines for our students and families.

DIGITAL CITIZENSHIP

Responsibilities of Good Digital Citizens

1. All members of the school community are required to use technology, technological resources, and devices safely, legally, and ethically.
2. Communication expectations are the same online as they are in the real world. What would not be said to a person in a face-to-face conversation or in the classroom should not be said online. School rules and expectations for student conduct that are applicable to real-life interactions are equally applicable to digital interactions. The guise of anonymity or a username does not divest one of a responsibility to engage with kindness and respect.
3. Students must recognize that online actions leave a permanent digital record or footprint that cannot be completely deleted, and that these actions can have lifelong consequences for themselves, or others involved.
4. Content generation tools that utilize Artificial Intelligence (AI) are powerful tools that can support learning and research, and assist in brainstorming ideas and gaining insights, but should never replace authentic student writing or work product. Students using AI tools are responsible for verifying the accuracy of data generated and should be aware that content generative sites can return misleading, biased or inaccurate information. Please refer to the School's Artificial Intelligence Position Statement and to specific assignment instructions, and/or the class syllabus, for guidance and additional requirements relating to AI.
5. Students must diligently protect their personal information and identity, such as name, address, phone number, school name, location, or any other information that would allow anyone to identify or locate a person in real life; nor should personal identifiable information of any other person be shared online.
6. Usernames and passwords should be carefully safeguarded, and never shared with anyone.

RESTRICTED ACTIVITIES

1. Technology shall not be used in any way that may negatively impact the school, the school's daily routine, or the reputation of any Oak Hall community members. This includes content creation and distributing, posting, or sharing on any social media platforms, forums, or other digital channels.
2. Disrespectful, obscene, or inflammatory language, ethnic or racial slurs, cyber bullying or harassment in any use of technology or electronic communications are prohibited.
3. Masquerading, spoofing, or pretending to be someone else is forbidden. This behavior includes, but is not limited to, sending out emails, creating accounts, or posting messages or other online content.
4. Students may not create, use, or connect to unauthorized networks, hot spots, VPNs, proxies, private relay services, alternate DNS services, or other tools intended to bypass Oak Hall's network, filtering, security, or monitoring protections.

RESPONSIBLE DEVICE MANAGEMENT

Lower School students will periodically utilize school iPad devices for in-class activities, and Middle and Upper School students will be assigned a school-issued laptop device for daily educational use. Students assigned a school-issued device are responsible for its care, security, and appropriate use, and must bring their assigned device to school each day charged and ready for use. Students must promptly report loss, theft, damage, malfunction, or suspected security issues to the IT Department. School-issued devices remain the property of Oak Hall School and must be returned upon request or at the end of enrollment. Families will be responsible for costs of damage to, or loss of, the school-owned device.

Students may not deface the device, apply stickers or markings, remove asset tags or identifying labels, tamper with hardware, or attempt repairs on their own. Students may not remove, disable, bypass, or interfere with school-installed management tools, security protections, internet filters, monitoring tools, applications, or device settings.

School accounts, school-issued devices, and activity on Oak Hall systems are subject to monitoring by the school. Oak Hall may remove unauthorized, inappropriate, unsafe, unlicensed, or non-instructional software, files, extensions, profiles, or downloads from school-issued devices or school accounts without prior notice.

As a learning community, we value the role that technology and proper technology use have in guiding the development of good digital citizenship, and we appreciate the partnership that our families, students, faculty and staff have in nurturing these skills.

School-issued devices are provided for educational purposes, and students are expected to use them to further their learning in each class. Off-task use, including web browsing and playing games during instructional time, may result in disciplinary action and the loss of electronic privileges.

Lower School students may not use personal electronic devices — including laptops, cellular phones, smart watches, and other wearable or internet-connected devices — during school hours. These devices should not be used, heard, seen, or worn while on campus.

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 and 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. Lockers and school storage areas are subject to search. Students should have no expectation of privacy when using school lockers or storage.

Student Resources and Support

School Counselor

With on-site school counselors, we are able to support the social, emotional, and mental well-being of our students. Our counselors are located in the Upper School Counseling Suite, Middle School, and the Lower School. They not only serve our students in individual and group settings, but also work with faculty and staff to help provide ongoing training and support for our entire community. In the Lower School, the counselor provides push-in classroom guidance lessons for all students in preschool through 5th grade, helping to foster a strong foundation for emotional well-being. Our Upper and Middle School counselors play a key role in planning lessons for advisory and assembly programming, ensuring that the topics covered effectively address student needs and foster a supportive environment. Counselors work diligently in partnership with our families to create a circle of care for students. We strongly encourage every student to take advantage of the services and resources available to them at Oak Hall.

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 psycho- educational 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.

OUTSIDE PROVIDERS

Oak Hall recognizes that students may need additional support for speech and language, occupational therapy, physical therapy, etc. Outside providers are welcome to work with students on campus after completing required clearances. Please contact your division's Learning Specialist regarding the clearance process prior to supports beginning on campus.