Handbook 2026-2027

MIDDLE SCHOOL STUDENTS & PARENTS

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www.oakhall.org

Oak Hall School

SCHOLARSHIP · LEADERSHIP · SERVICE

Middle School Director's Welcome

It is my pleasure to welcome you to another exciting year at Oak Hall Middle School! At Oak Hall Middle School, we are proud to offer a rich college preparatory curriculum where learning is dynamic and interactive. We seek to nurture the mind, body, and spirit through a balanced array of offerings and activities in academics, the arts, and athletics. Through our extensive curricular and co- curricular options, students become leaders, explorers, artists, musicians, and researchers learning the skills necessary to take intellectual, social, and emotional risks within a safe and supportive learning community. Upon completion of 8th grade, our students leave Middle School prepared to take on the challenging academic program in Oak Hall Upper School. In everything we do, we maintain our aim to develop the whole child, through emphasis on the liberal arts education, social-emotional growth, character development, leadership opportunities, and exploration.

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

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

Sincerely,
Holly Leskovics
Director of Middle School

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A Note About this Handbook

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

About Our School

Non-Discrimination Statement

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

Consistent with its mission, OHS seeks to assure that all community members are free to learn and work in an atmosphere free from harassment and discrimination. Harassing and discriminatory conduct is contrary to the positive educational environment OHS seeks to foster and maintain. It threatens the well-being of itscommunity 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: Holly Leskovics, Director of Middle School
Faculty and Staff: Kirsten Rowe, Director of Human Resources & Legal Compliance

Mission, Philosophy, Motto & Core Values, and Alma Mater

MISSION STATEMENT

A welcoming, diverse, and supportive learning community empowering students to pursue their academic, artistic, and athletic passions.

STATEMENT OF PHILOSOPHY

Guided by the ideals of "Scholarship, Leadership, and Service," Oak Hall School serves young men and women from diverse backgrounds who can benefit from a challenging college preparatory program. We are committed to the liberal arts tradition, which sees education as the worthy pursuit of a lifetime, an end to itself as well as a means toward personal and social growth.

We believe in the power of a liberal arts education to transform lives, to develop unique talents, to enhance self-esteem, to build character, and to inspire a lifelong love of learning. We seek to nurture in young people the qualities of intelligence, wisdom, and moral commitment and to foster in them an impassioned curiosity about the world around them, as well as the imagination to seek new solutions to problems.

Perhaps most important in furthering our mission is maintaining a family-like environment that is physically safe and emotionally supportive, where intelligence and compassion are highly valued, and where close relationships between students and teachers are encouraged. Oak Hall School also seeks to provide many opportunities for our young people to develop in areas beyond acquiring essential academic skills. Our relatively small size, coupled with an array of extracurricular options, make it possible for each of our students to play a leadership role in the rich daily life of our community. It is this unique blend of environment and opportunities - academic, athletic, artistic, and service - that provides students with the motivation to achieve academic excellence, to become leaders within their community, and to develop a strong sense of personal and social responsibility.

MOTTO & CORE VALUES

"Scholarship, Leadership, Service"

Scholarship: We believe in the liberal arts tradition. We work to develop young people who are active learners, independent thinkers, and well prepared for the next educational step aswell 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 to contribute to our school community.. For more information on how to become involved, please reach out to Danielle Tripp at dtripp@oak hall.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.

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

Family-Teacher Communication

Email is the best method to communicate with teachers and administration. Faculty members are expected to check their email each weekday; however, the daily schedule is often very full for faculty members and consequently it may be a full 24 hours from the time you send an email message until the teacher receives the message. Please allow appropriate time for faculty members to respond to your messages. A school email address is generally the teacher's first name initial followed by the last name @ oakhall.org (i.e. hleskovics@oakhall.org).

Oak Hall faculty and staff members are expected, always, to communicate with parents in a professional manner. Parents are always asked to reciprocate by treating teachers and staff with the same courtesy. To establish direct lines of communication, we request that parents wishing to contact teachers or administrators follow this process: All initial questions about class routine, grading, homework, pedagogy, or incidents within the classroom should be directed to the classroom teacher or the advisor.

If further assistance is necessary, then communication with the grade level Team Leader, Learning Specialist, Counselor, or Assistant Director of Middle School is the next appropriate step. If additional support is necessary after this communication has taken place, please contact the Director of Middle School directly. You may email administrators directly or set up a meeting or phone discussion by emailing Mrs. Vanessa Kallas at middleschooloffice@oakhall.org.

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

School Calendar, Hours, and Schedule

SCHOOL CALENDAR

School event calendars are available on the Veracross Parent Portal.

SCHOOL HOURS

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

SCHEDULE

MIDDLE SCHOOL DAILY SCHEDULE — **2026-2027**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A	E	C	A	G
8:30 - 9:16 a.m.	8:30 - 9:35 a.m.	8:30 - 9:35 a.m.	8:30 - 9:35 a.m.	8:30 - 9:16 a.m.
B	F	D	B	F
9:21 - 10:07 a.m.	9:40 - 10:45 a.m.	9:40 - 10:45 a.m.	9:40 - 10:45 a.m.	9:21 - 10:07 a.m.
MS Advisory	MS Break	MS Break	MS Break	MS Advisory
10:07 - 10:25 a.m.	10:45 - 11:10 a.m.	10:45 - 11:10 a.m.	10:45 - 11:10 a.m.	10:07 - 10:25 a.m.
C	G	E	C	E
10:30 - 11:16 a.m.	11:15 -12:20 p.m.	11:15 -12:20 p.m.	11:15 -12:20 p.m.	10:30 - 11:16 a.m.
D	MS Lunch	MS Lunch	MS Lunch	D
11:21 a.m. - 12:07 p.m.	12:20 - 12:43 p.m.	12:20 - 12:43 p.m.	12:20 - 12:43 p.m.	11:21 a.m. - 12:07 p.m.
MS Lunch	Study Hall/ Office Hours	Study Hall/ Office Hours	Study Hall/ Office Hours	MS Lunch
12:07 - 12:30 p.m.	12:48 - 1:10 p.m.	12:48 - 1:10 p.m.	12:48 - 1:10 p.m.	12:07 - 12:30 p.m.
MS Break	A	F	D	MS Break
12:35- 12:57 p.m.	1:15 - 2:20 p.m.	1:15 - 2:20 p.m.	1:15 - 2:20 p.m.	12:35- 12:57 p.m.
E	B	G	MS Assembly (20) MS Clubs (45)	C
1:02 - 1:48 p.m.	2:25 - 3:30 p.m.	2:25 - 3:30 p.m.	2:25 - 3:30 p.m. 2:45 - 3:30 p.m.	1:02 - 1:48 p.m.
F				B
1:53 - 2:39 p.m.				1:53 - 2:39 p.m.
G				A
2:44 - 3:30 p.m.				2:44 - 3:30 p.m.

Whom to Contact

QUESTION	CONTACT	EMAIL
Attendance	Vanessa Kallas	middleschooloffice@oakhall.org
Admissions	Nancy Coleman	ncoleman@oakhall.org
Advisory	Julie Black	jblack@oakhall.org
Athletics	Edwin McTureous	emctureous@oakhall.org
Auxiliary Programming	Danielle Tripp	dtripp@oakhall.org
Billing	Penny Thie	pthie@oakhall.org
Class Schedules	Jessie Jung	jjung@oakhall.org
Canvas	Jessie Jung	jjung@oakhall.org
College Counseling (Grade 8)	Kim Wilkins	kwilkins@oakhall.org

QUESTION	CONTACT	EMAIL
Discipline & Dress Code	Molly Sexton	msexton@oakhall.org
Distinguished Scholar Program	Kat Webb	kwebb@oakhall.org
Educational Technology	Jessie Jung	jjung@oakhall.org
General Concerns	Holly Lescovics	hleskovics@oakhall.org
Laptops	Chris Henesy	chenesy@oakhall.org
Learning Support	Amanda Metzler & Lin Lim	ametzler@oakhall.org & llim@oakhall.org
Lockers and Locks	Vannessa Kallas	middleschooloffice@oakhall.org
Medication/Illness	Tanya Sayour	tsayour@oakhall.org
Parent Conference Grade 6	Cheyanne Meisel	cmeisel@oakhall.org
Parent Conference Grade 7	Jacob Goldberger	jgoldberger@oakhall.org
Parent Conference Grade 8	Sophia Skoglund-Cotter	sskoglundcotter@oakhall.org
PE Uniforms	Angie Cook	acook@oakhall.org
Report Cards & Transcripts	Allison Kidd	registrar@oakhall.orh
Security	Nate Ellis	nellis@oakhall.org
Social Media/Communications	Taylor Smith	tsmith@oakhall.org
Student Counseling	Julie Black	jblack@oakhall.org
Textbooks	Jessie Jung	jjung@oakhall.org

Academic Policies and Procedures

Academic Awards

HONOR ROLLS

Honor Rolls are calculated on an annual basis. The Honor Roll is a list of students who have maintained at least a “B-” in each course for the year. The High Honor Roll is a list of students who have maintained at least an “A-” in each course for the year. Semester exams and final projects are included in the student’s final grade and in honor roll and high honor roll recognition.

Academic Honesty and Integrity

Schools are unique, collaborative learning environments built around close human relationships. No values are more essential to maintaining a harmonious community than honesty and integrity. To quote the University of Virginia’s statement on honor: “... the greatest benefit of the System may be said to lie in the pride and self-respect each individual gains by living among honorable people, the

Honor System also provides tangible benefits. In a community dedicated to learning, it is an obvious advantage to know that your work will be accepted as your own, and your word accepted as the truth." An Honor Code for the school was initiated by the student body in 1996 to assist in the development of personal relationships based on trust and respect.

HONOR CODE

"We uphold personal and academic integrity, embrace others with kindness and respect, and foster these values in our community." Students "pledge" to complete work according to the expectations established by the Honor Code and individual teachers and sign an honor pledge to that effect on all submitted work. Other behaviors, such as being consistently absent on test days, misleading notes from home, excessive parental assistance, and getting too much help on an essay, are violations of the Honor Code. All members of the Oak Hall community are committed to supporting the Honor Code and consider themselves responsible for its maintenance and enforcement. This commitment to the Honor Code extends to all online course work, as well as to work that is conducted through extracurricular activities.

MIDDLE SCHOOL HONOR CODE VIOLATIONS

Potential Middle School honor violations are reported to the Director or Assistant Director of the Middle School. These two individuals are responsible for confirming the potential violation, including those students or faculty who may be involved, and concluding the appropriate steps thereafter.

Academic Warning & Academic Probation

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, his/her family will be notified by email by the Learning Specialist. The warning status will require the student to attend mandatory office hours 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 Academic Warning check-point, approx. 6 weeks later, 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, his/her parents will be notified by email and a conference will be arranged by the Learning Support Coordinator to set goals and strategies for improvement. Academic Probation status will require the student to attend mandatory office hours, 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.

Agenda Program

All students entering Oak Hall Middle School will be provided with additional support in developing their academic skills. Assignments, instructions, and support material will be provided on Canvas, which also provides an assignment list. Sixth-grade students will be required to use a paper planner. The planner serves as an added resource for both parents and students to keep up with work and assessments. Each class will take a few moments for students to write assignments in the planner. This is considered part of the curriculum for every core subject. Students must

write “No Homework” if there is no assignment. Teachers will then verify that students have recorded the assignment correctly and will be able to make a note to the parent if a student is missing something. This allows for immediate feedback and awareness if a student is starting to struggle with meeting deadlines or having trouble in certain disciplines. In the evening, students will ask parents to review and initial the planner. Canvas will provide the details needed for assignment preparation or other instructions. We require this activity for all sixth-grade students.

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

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. New students will be issued log-in credentials for Canvas during orientation, and parents are encouraged to receive this log-in information as well.

TIMING AND FEEDBACK

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

Conferences

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.

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 with your student's teachers and another conference in semester 2 is a student led conference overseen by the student's advisor who serves as the main contact and connection for students' holistic wellbeing at school.

Course Placement

Placement in courses will be determined by grades, teacher recommendations, and/or other assessments. Advanced Placement Eligibility Criteria and Course Offerings can be found in the Middle School Curriculum Guide. Eighth grade students will be placed in ninth grade courses based on their grades, teacher recommendations, and/or other assessments. Upper School guidelines and policies will be followed for placement in Upper School courses.

Drop/Add

All course change requests should be made to the Director of Middle School, and a team will review for approval or denial of the change. Course changes will not be considered after the first three days of school except in extreme circumstances.

Failed Courses

Students must earn an annual passing average in all core subject courses: English, Social Studies, Mathematics, Science, Integrated Science (6th grade), and World Language (7th and 8th grades). A student who is failing or at risk of failing a course will be placed on either Academic Warning or Academic Probation. If a student earns a failing final grade in a course, options for remediation will be discussed and determined in partnership with the school.

Grading Policies

Oak Hall School operates on a two-semester calendar year. Only the semester grades are recorded on the student's permanent record. One-half credit is awarded for each passing grade each semester.

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

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

Middle School students who are enrolled in high school level courses such as World Language or mathematics will receive a grade for the course and a high school credit. This grade WILL NOT be incorporated into the Oak Hall GPA nor will it be reflected on the high school transcript but will count towards graduation.The school reports letter grades on report cards and transcripts. Final semester grades with a decimal value of .5 or higher shall be rounded up to the next whole number at the end of each semester. A percentage equivalent is included in the following chart:

LETTER GRADE % EQUIVALENT

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

Homework

Homework is designed to reinforce lessons taught in class and/or prepare for the next day's lesson. Students can expect homework in all their classes but not necessarily every class every night. Students are required to complete all homework assignments and to turn them in when they are due. Classwork not completed may also become part of homework assigned. Late or missing homework may be subject to grade penalties. Please refer to the course syllabus for specific expectations and consequences related to late work. If homework becomes excessive or unmanageable for your child, please bring this to the attention of their teachers or the learning specialists for support.

Incompletes

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

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

Report Cards

Families will receive two report cards a year. 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 include a log of tardies and absences. For more information regarding specifics on grades and/or standards, please see “Grading Policies”.

Teacher Requests

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

Test Days

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

Standardized Testing

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

The CTP-5 includes assessments on verbal reasoning, vocabulary, reading comprehension, science, writing mechanics, writing concept and skills, quantitative reasoning, and mathematics. Scores are sent to families over the summer.

In addition, our faculty use a variety of age-appropriate formal and informal assessments to track students’ learning. Many diagnostic assessments are done at the beginning of the year to determine where students are starting the year, and then assessments are continued through the year in different capacities for progress monitoring.

Textbooks

Textbooks can be purchased through our online bookstore, eCampus. To find the bookstore, click on the link found in the Veracross parent portal. Once signed on, select your assigned courses to review required texts. Please contact Jessie Jung at jjung@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. 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.

After School Dismissal

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

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

Arrival

Students should not arrive on campus before 7:30 a.m. to ensure safety and supervision.

Before care will be offered, free of charge, for Middle School students beginning at 7:30 a.m.

Students arriving on campus between 7:30 a.m. and 8:00 a.m. should report to the Middle School Student Center where students may study or socialize. Students will be supervised by an assigned member of the administration or faculty during this time. For efficient drop off, please drive in front of the Middle School and stop briefly at the front porch of the Middle School. Use the right lane closest to the Middle School and ask children to exit the car from the passenger side whenever possible. Faculty or administration members will be present to ensure student safety. Please do not use the student/faculty parking lot to drop off or pick up students as that slows traffic and presents a safety hazard.

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

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

Helmets

Students riding a bicycle, e-bike, or scooter on campus are required to wear a helmet.

Attendance

OVERVIEW

All Middle School students are expected to be on campus each school day from 8:30 a.m. until dismissal at 3:30. Full-day attendance is vital for academic success and classroom engagement. Families are strongly discouraged from checking students out early for non-essential reasons.

Types of absences that do not count towards 8 for the semester	**What to submit**	**What happens**
School-sponsored event (athletics, field trips, performances)	Nothing	Arrange makeup work with teachers in advance, per the Late Work policy
Religious observance	Advance notice to Middle School administration if possible	Arrange makeup work with teachers

ATTENDANCE EXPECTATIONS AND PROCEDURES

To maintain a productive learning environment, students are expected to arrive at all classes on time and remain for the duration of the period. Attendance will be recorded within the first five minutes of class. Students arriving after the start of each class period are considered tardy. Any arrival occurring more than halfway through the duration of a class period will be reclassified from tardy to an absence. To ensure academic consistency, students may not exceed a total of 8 absences per semester per class. 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 Middle 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 Middle School administration.

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

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 Middle 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. Most assignments can be viewed on Canvas, and any others will be provided upon the student's return. The nature of these assignments is at the teacher's discretion.

ATTENDANCE COMMITTEE

The Middle 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.

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

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. 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.

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.

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.

Extended Day and Enrichment Programming

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

Parents needing to communicate with the Summer & Auxiliary Program Office 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 by clicking the Summer & Auxiliary Program link. Families with students who have participated in Summer Camp or the Community Sports League previously may access and utilize the same registration account. All other families must create a new household account to complete registration.

Billing for all summer, extended day, enrichment including the Oak Hall Community Sports League, and auxiliary programs will be done through the online registration system and billed to the credit card you provide. Programming will not be billed through the FACTS Student Billing System. A variety of payment options will be available for your convenience. Need-Based Financial Assistance is available for Oak Hall Summer Programs by application due annually May 1. Families needing additional arrangements for any programming should reach out to Mrs. Tripp.

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

Middle School students may participate in a variety of after school enrichment activities that are offered periodically throughout the school year. Information regarding registration for these fee-based programs can be found on our website at www.oakhall.org under the Summer & Auxiliary Programming tab. Enrichment

rotations begin at 3:35 p.m. and 4:45 p.m. Information and personal assistance for registration is available by contacting the Summer and Auxiliary Program Office. Participation in these programs is optional and available on a first come, first served basis. Please be aware of registration deadlines and capacities so your students do not miss out.

Optional, faculty monitored study hall is available for students daily during extended day programming rotations and is included in your registration fees. Parents can request that their student be placed in study hall during the online registration process.

Good Cause Policy for Athletics

Oak Hall School recognizes the importance of athletic participation as a meaningful part of the student experience. Accordingly, any student who has received acceptance to Oak Hall School—or who would be accepted under the school's current admissions standards—is eligible to be considered for participation in the school's athletic programs, regardless of traditional or non-traditional status.

The Head of School and the Director of Athletics retain the authority to determine whether a student's participation is acceptable at any point during the academic year. All decisions will be made in accordance with school policies, the best interests of the student, and the overall integrity of the athletic program.

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.
- 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.

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

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

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

Ride Sharing Services

Ride sharing services (such as Uber, Lyft, Get me, etc.) establish clear policies which prohibit minors from scheduling pick-ups or drop-offs or riding unaccompanied by an adult. Oak Hall School does not permit students to utilize any adult ride sharing services on campus.Families facing significant hardship that limits their ability to transport their child to and from school and school events should contact the Enrollment Management office for details regarding financial assistance vouchers that may help offset the cost of alternative transportation options.

Tardiness

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

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

Student Conduct and Discipline

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

Minor violations of the community behavioral expectations could result in lunch detention or work detail in service to the school. Saturday detentions may be scheduled when necessary. Major infractions could result in in-school detention/ suspension, out-of-school suspension, or, in extreme cases, dismissal from Oak Hall School.At Oak Hall the development of mature behavior, sound values, positive attitudes, and good judgment are an important part of each student's education. We form a community based on mutual trust and cooperation by all members – students, faculty, and administration. Students are responsible for knowing and complying with the rules, regulations, and procedures of the school. Students are asked to practice self-control and to accept personal responsibility for their actions.

This code of conduct applies to any student who is:

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

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

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.

Cell Phone Policy

Oak Hall School supports the use of technology to enhance student learning outcomes. As we live in an increasingly digital world, it is important for students to recognize the appropriate use and limits of their devices. To this effect, students are not permitted to use or carry cellular phones or smart watches during the academic day (8:25-3:30). Students must put their cell phone or smart watch in their locker during this time. Students who are found carrying, accessing or using a cell phone or smart watch device during the school day will be subject to disciplinary action. Students are required to bring school-issued laptops to class but should only use these devices to further their knowledge of the material in that class. Any activity which does not meet this standard, including web browsing, messaging or and playing games, could result in disciplinary action, the loss of electronic privileges, and academic penalties. Finally, students should check their Oak Hall issued email once per day and correspond with faculty and staff through that email. All students and parents will be asked to read and sign the Oak Hall Acceptable Use Policy Authorization and the Technology Contract at the beginning of the year.

Cleanliness and Litter

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

Daily Conduct

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

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

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

Harassment/Bullying

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

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

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

All students share responsibility for keeping our school environment free from harassment and bullying. Students must report incidents to a faculty member, the Counselor, Assistant Director of Middle School, Director of Middle School, or other trusted adult on campus. When the school administration becomes aware that harassment or bullying may be occurring, it will promptly investigate the situation. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school.

Inspection Policy

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

Interpersonal Relationships

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

Lockers and Book Bags

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

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

Book bags should be placed inside student lockers, hung on a hook in the locker bay, or should stay with the student. Book bags left on the floor in the locker bay will be removed. Lockers and school storage areas are subject to search. Students should have no expectation of privacy when using school lockers or storage.

Lunch

Teachers supervise lunch each day. Students may bring their lunch to school or they may order their lunch online prior to the start of the school day. A link to the ordering system (MyMealOrder) is available on the Veracross Parent Portal. Oak Hall provides delivered food each day that students may purchase. Students must order lunch by 9:00 a.m. on the day they wish to purchase. Vendors, menus, and cost are to be determined and can change at any time the school deems appropriate. If a student forgets his or her lunch, they may request a lunch from the School Store operators in the Student Engagement Center. Students may also purchase food from the school store. Oak Hall School is a peanut-free school. Please do not send peanuts or peanut products to school with your child.

Major School Rules

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

Violations of major school rules include:

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

Messages to Students

If a parent needs to leave a message for a student, please call the school. The Middle School administrative assistant will deliver the message to the student. We would appreciate it if parents' calls to students are confined to urgent messages only. We do not typically take messages from students to give to other students. There is a phone in the Middle School office designated for student use. All other phones are off-limits to students, except for emergencies, and should never be used without permission.

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 with 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 Middle School Director, who will contact parent/guardians of the violation.

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

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

Further consequences such as detention or a parent meeting will be scheduled if there is not proper cooperation. For full details regarding Middle School uniform requirements, please refer to the Uniform Guidelines available online via the Veracross portal. 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.

P.E. UNIFORM

Students in grades 6-8 are required to wear a P.E. uniform during P.E. Tuition includes two shirts and two shorts for each child. During colder weather, students must wear the approved P.E. uniform, but will have the option of wearing school approved sweatshirt/sweatpants over their uniform. Additional uniforms, sweatshirts, and sweatpants will be available for purchase in the school store after the beginning of the school year. P.E. uniforms will be distributed during the first week of school. Please contact Angie Cook (acook@oakhall.org) with any additional questions.

Standard Disciplinary Procedure

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

Afterwards:

- The faculty will inform the Assistant Director of Middle School of the violation via email, text- message, or phone call. In extreme cases, where the behavior can be considered unsafe or detrimental to a positive school environment, that student should be sent directly to the Assistant Director of Middle School. The Assistant Director of Middle School and/or the Director of Middle School will address the student directly to explain why the behavior has not met expectations. The student will be informed of an appropriate way to change their behavior to be in accordance with Oak Hall's community values. When a concern arises, the student will be guided through a fair and consistent response that may include a warning, reflection, conversation, or another appropriate consequence based on the nature and impact of the situation.

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

Student Resources and Support

Advisory Program

The Oak Hall Middle 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

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.

Team Leaders

Team leaders help classes participate as a unit in the life of the school. They help students plan projects, attend all class meetings, and help chaperone various class activities. In addition, they bring concerns of the class to the attention of the Middle School faculty. For 2026-2027 school year the team leaders are as follows:

6th—Ms. Cheyanne Meisel

7th—Mr. Jacob Goldberger

8th—Ms. Sophia Skoglund-Cotter

Teaching and Learning Center

MISSION AND VISION

Oak Hall's Teaching and Learning Center is dedicated to supporting the academic success of all students at our school from Preschool – Grade 12. Our Learning Specialists work in collaboration with faculty, support staff, students, and their families to provide resources and support for every student to reach their individual potential. The work of the Teaching and Learning Center is grounded in Oak Hall's mission to create a welcoming, diverse, and supportive learning community empowering students to pursue their academic, artistic, and athletic passions. As part of this support, an Accommodation or Support Plan for Eagles with diagnosed learning differences, medical diagnoses, or social/emotional hardships may be appropriate. These plans provide academic accommodations on either a temporary or more permanent basis.

ACCOMMODATION AND SUPPORT PLANS

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

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

The School is unable to provide students with every requested accommodation, including accommodations which may be recommended as part of a 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, and reviewing Canvas.

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 campus after completing required clearances. Please contact your child's Learning Specialist regarding the clearance process prior to supports beginning on campus.

This revision occurred 16 July, 2026.