Handbook 2026-2027

UPPER SCHOOL STUDENTS & PARENTS

JEFFREY A. MALLOY

Director of Upper School

TIM GARRETT

Assistant Director of Upper School

1700 SW 75th St, Gainesville, FL 32607-3398

Tel.: (352) 332-3609 FAX: (352) 332-4945

www.oakhall.org

OAK HALL SCHOOL

Scholarship · Leadership · Service

Upper School Director's Welcome

Dear Upper School Families,

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

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

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

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

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

Thank you and Go Eagles!

Jeffrey A. Malloy

Director of Upper School

A Note About this Handbook

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

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About Our School

Non-Discrimination Statement

Oak Hall School (OHS) is a diverse community that provides equal opportunity in employment, activities, and its academic programs. OHS shall not discriminate based on race, color, religion, sex, national origin, marital status, veteran status, actual or perceived sexual orientation, gender identity, gender expression, or status with regard to pregnancy, disability or age. OHS is firmly committed to adhere to the letter and spirit of all federal and state equal opportunity and civil rights laws. Consistent with its mission, OHS seeks to assure that all community members are free to learn and work in an atmosphere free from harassment and discrimination. Harassing and discriminatory conduct is contrary to the positive educational environment OHS seeks to foster and maintain. It threatens the well-being of its community members and will not be tolerated. OHS will take immediate action in all allegations of harassment and discrimination to ensure the safety of the OHS community and all individuals involved by ending the harassment or discrimination, preventing its recurrence and addressing its effects. OHS will take appropriate action when this policy is violated. OHS' established points of initial contact for community members (students, faculty, and staff) to use in reporting any incidents of discrimination that they observe, or experience are available below:

Students: Jeffrey A. Malloy, Director of Upper School

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

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

MISSION STATEMENT

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

STATEMENT OF PHILOSOPHY

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

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

Perhaps most important in furthering our mission is maintaining a family-like environment that is physically safe and emotionally supportive, where intelligence and compassion are highly valued, and where close relationships between students and teachers are encouraged.

Oak Hall School also seeks to provide many opportunities for our young people to develop in areas beyond acquiring essential academic skills. Our relatively small size, coupled with an array of extracurricular options, make it possible for each of our students to play a leadership role in the rich daily life of our community. It is this unique blend of environment and opportunities - academic, athletic, artistic, and service - that provides students with the motivation to achieve academic excellence, to become leaders within their community, and to develop a strong sense of personal and social responsibility.

MOTTO & CORE VALUES

"Scholarship, Leadership, Service"

Scholarship: We believe in the liberal arts tradition. We work to develop young people who are active learners, independent thinkers, and well prepared for the next educational step as well as life in a global society.

Leadership: We provide experiences and foster skills in leadership so our students can become effective citizens as they participate actively in our society.

Service: We believe that learning to serve others is a critical component of a well-rounded education and gives meaning to the concept of the public purpose of private schools. This value includes the notion of stewardship and social responsibility.

ALMA MATER

Noble Eagle call down victory; Never waver, never fall.

With our voices raised on high, Alma mater praised by all.

Scholar, Leader, Servant be; Hail to Gold and Burgundy!

Memories cherished one and all; Alma mater: Dear Oak Hall.

Roger H. Nubern (1953-2007)

Oak Hall School Governance: Board of Trustees

As a private independent school, Oak Hall is governed by a Board of Trustees, which has fiduciary oversight of the school. The Board's governance responsibilities include fiscal oversight, long-term strategic planning, and the hiring and retention of the Head of School. Daily operational decision-making rests with the Head of School, and the Head's administrative team. This model of governance is required by the Florida Council of Independent Schools, and other accrediting entities. Any concerns regarding school operations should be communicated to a school administrator or the Head of School, rather than to any Board members.

Family Involvement and Volunteering

All parents, family members, and friends of Oak Hall are an important part of our community. Sharing your time and talents as volunteers and community champions is one of the many ways to stay engaged and give back to OHS. Serving as a volunteer provides meaningful, rewarding, and inclusive opportunities 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.

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

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

Family-Teacher Communication

All initial questions about class routine, grading, homework, pedagogy, or incidents within the classroom should be directed to the classroom teacher. If further assistance is necessary, then communication with the advisor, Learning Specialist, Counselor, or Assistant Director of Upper School is the next appropriate step. If additional support is necessary after this communication has taken place, please contact the Director of Upper School directly at jmalloy@oakhall.org. You may email administrators directly to schedule a meeting or phone discussion.

School Calendar, Hours, and Schedule

SCHOOL CALENDAR

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

SCHOOL HOURS

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

DROP OFF PROCEDURES

- Students should not arrive on campus before 7:30 a.m. to ensure safety and supervision.
- Families are asked to use the main circle to drop off and pick up students.
- Please do not drop off students in the student/faculty parking lot as that slows traffic and presents a safety hazard.
- We appreciate your cooperation in not using cell phones during car line. This ensures the safety of our students and duty staff.

UPPER SCHOOL SCHEDULE

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.
US Announcements Extended Time	Extended Time / Break	US Announcements Extended Time	US Advisory Extended Time	US Announcements Extended Time
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	US Clubs Rotation 1 or 2	US Clubs Rotation 3 or 4	US Clubs Rotation 5 or 6	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 am - 12:07 p.m.
US DSP / Flex*	US Lunch Extended Time	US Lunch Extended Time	US Lunch Extended Time	US DSP / Flex*
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.
US Lunch / DSP Extended Time	A	F	D	US Lunch / DSP Extended Time
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	Extra Help /Study Hall	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.	1:02 - 1:48 p.m.
F	*M/F Flex Options: Attend DSP Presentation; Office Hours for Faculty; Faculty Seminars; Potential Open Gym / Games / Art			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
Admissions	Nancy Coleman	ncoleman@oakhall.org
Advisory	Jeffrey A. Malloy	jmalloy@oakhall.org
AP Classes	Kat Webb	kwebb@oakhall.org
Athletics	Edwin McTureous	emctureous@oakhall.org
Attendance	Nakita Howe	upperschooloffice@oakhall.org
Billing	Penny Thie	pthie@oakhall.org
Canvas	Jessie Jung	jjung@oakhall.org
Class Schedules	Kim Wilkins	kwilkins@oakhall.org
College Counseling	Kim Wilkins	kwilkins@oakhall.org
Counseling	Katie Tanner	ktanner@oakhall.org
Discipline	Ché Roth	croth@oakhall.org
Distinguished Scholar Program	Kat Webb	kwebb@oakhall.org
Educational Technology	Jessie Jung	jjung@oakhall.org
Learning Support	Amanda Metzler & Ellie Chenoweth	ametzler@oakhall.org and echenoweth@oakhall.org
Report Cards & Transcripts	Allison Kidd	registrar@oakhall.org
Security	Nate Ellis	nellis@oakhall.org
Textbooks	Jessie Jung	jjung@oakhall.org

Academic Policies and Procedures

This section is a quick reference for important academic information, policies, and procedures.

Academic Awards

HONOR ROLLS

Honor Rolls are calculated on a semesterly basis. The Honor Roll is a list of students who have maintained at least a B- (B minus) in each course for the semester. The High Honor Roll is a list of students who maintained at least an A- (A minus) in each course for the semester. Honor roll and high honor roll designations are based on final semester grades, which include semester exams.

HONOR SOCIETIES

Cum Laude Society

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

National Honor Society

Membership in the National Honor Society is based on scholarship, character, service, and leadership. Students who are Juniors and Seniors with a cumulative GPA of 3.75 and above will be notified of their eligibility to apply via communication from the Oak Hall Upper School registrar/office.

Subject Area Honor Societies

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

Valedictorian/Salutatorian

The Oak Hall Valedictorian/Salutatorian policy is as follows:

To be eligible, a student must complete at least two full, consecutive years in 11th and 12th grade at Oak Hall School.

Semester grades in all courses taken at Oak Hall (11-12) will be counted.

Valedictorian and Salutatorian status will be based on a weighted cumulative (11-12) GPA.

Academic Honesty and Integrity

At Oak Hall School, we view academic honesty and integrity as foundational to a respectful and collaborative learning environment. These values not only foster mutual trust and responsible citizenship but also support the development of strong personal character. Quoting 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."

In this spirit, Oak Hall's Upper School Honor Code, established by the student body in 1996, serves to promote relationships grounded in trust and mutual respect.

HONOR CODE

The Honor Code reflects our shared commitment to integrity and character. It states: "We uphold personal and academic integrity, embrace others with kindness and respect, and foster these values in our community."

Key Expectations:

- Students must complete all academic work honestly and independently, unless collaboration is explicitly permitted by the teacher.
- Students are required to sign an honor pledge on all submitted work, affirming their adherence to the Honor Code and classroom expectations.

Examples of Honor Code Violations include:

- Submitting work that is not one's own.
- Repeatedly being absent on test or assessment days without valid cause.
- Providing misleading notes or documentation from home.
- Receiving excessive or inappropriate assistance from parents or others.

The Honor Code applies to all academic and extracurricular activities, including online coursework. Every member of the Oak Hall community—students, faculty, and staff—is expected to uphold and reinforce the values of honesty and integrity in daily practice.

HONOR COUNCIL

The Honor Council is a student-led body, guided by a faculty sponsor, tasked with:

- Educating the community on the principles and importance of academic honesty.
- Mentoring peers who have violated the Honor Code, helping them understand their mistakes and make better choices moving forward.

Honor Council Process:

- When a student is referred to the Honor Council for a potential violation, the Council—along with the faculty sponsor and the student's advisor—meets with the student to review the incident.
- The Council discusses the situation with the student, asks clarifying questions, and provides guidance on how to avoid future violations.
- A written summary of the meeting is prepared by the Council Secretary and shared with the faculty sponsor and the Director of Upper School.

Note: Students may be required to disclose Honor Code violations on college applications that request such information. Therefore, it is essential that students uphold the Code consistently and understand the long-term implications of academic dishonesty.

Academic Standing, Failed Courses, and Grade Replacement

Students must earn a passing average each semester in all core subject courses. A student who is failing, or at risk of failing, a semester course will be placed on Academic Warning. If a final semester grade results in failure, the student will be placed on Academic Probation, and options for remediation will be discussed and determined in partnership with the school.

Any student who earns a D in a core academic course, not an elective, has the option to apply to repeat the course in question. Any student who earns an F in a core academic course, not an elective, is required to repeat the course if it is required for graduation. The specific portion of the course to be repeated, which may include a semester or the full course, will be determined on a case-by-case basis by the school based on the student's

academic circumstances and available options. In all cases, students must receive prior approval from the Director of Upper School and the Director of Teaching and Learning before repeating a course under this policy.

When an approved course is repeated, both the original course attempt and the repeated course attempt will remain visible on the student's transcript. If the student earns a qualifying replacement grade in the repeated course, the replacement grade will be used in calculating the student's Oak Hall School GPA, and the original grade will be excluded from the GPA calculation. Credit will be awarded only once.
Repeating a course may affect a student's progress toward the total credits required for graduation. As a result, students may need to use a study period or make other adjustments to future schedules to meet graduation requirements.

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 Study Hall to meet academic goals for improvement. Additional limits may be imposed in non-academic areas while progress towards goals is being monitored. Students will be re-evaluated at the next 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 Study Hall, could result in suspended participation of school sponsored events, possible loss of course overrides, and/or FHSAA Athletic ineligibility (see Athletic Eligibility). Students will be re-evaluated at the end of the following Semester. If there is no improvement and the student remains on Academic Probation longer than one semester, the student may be required to withdraw from Oak Hall School based on inadequate academic performance.

Athletic Eligibility

FHSAA

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

ACADEMIC ELIGIBILITY

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 10th 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 10th 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

Oak Hall School values partnerships with families to best support students' academic, artistic, and athletic passions. Conferences are held twice a year; once in Semester 1 and another in Semester 2. For the Semester 1 conference day, families will have the option of meeting with specific faculty, the student advisor, or both. The student's Advisor, who serves as the main contact and connection for students' holistic wellbeing at school and could gather information from all teachers regarding student success if the family would prefer a single conference. Conference topics include progress reports, report cards, OHS involvement, available supports, student goals, behavior, and social/emotional wellbeing. In Semester 2, families will have the option of meeting with specific subject area faculty or the students advisor. During this 2nd semester, the conference will be student- led. To prepare for the conference(s), students will work with their advisors to prepare reflections in the courses that conferences have been requested. Students should attend the 2nd Semester conference(s) with their parents and be an active part of the conference process.

Courses Outside of Oak Hall

In rare circumstances, students may request to take a course outside of Oak Hall when an equivalent course is not offered through Oak Hall or when the course is being pursued for personal enrichment. All outside coursework requests, including but not limited to courses taken through Florida Virtual School (FLVS), must be vetted by the Director of College Counseling and approved by the Director of Upper School and the Director of Teaching and Learning prior to enrollment. Courses taken outside of Oak Hall will not be reflected on the Oak Hall transcript and will not be included in the Oak Hall GPA. Students who wish to report outside coursework may request that the final transcript from the outside institution or program be transmitted electronically alongside, but separate from, the official Oak Hall transcript. Any costs associated with outside coursework are the responsibility of the family. Oak Hall does not incur costs for courses taken outside of the school.

Drop/Add

There are two Drop/Add periods each year in which students may request to add, drop, or change a course by submitting the Course Change Request form found in the Veracross portal. The first Drop/Add period opens in early summer when course schedules are initially released, and closes three weeks after the schedule release date. The second Drop/Add period opens on the first day of school, with the deadline to drop or change a College Preparatory or Honors-level course being the end of the third full week of classes in the first semester, and the deadline to drop or change an Advanced Placement (AP) course being the end of the second full week of classes in the first semester.

If it is determined after these deadlines that a student is unable to meet the demands of a course, options will be discussed and determined in partnership with the school, with final approval from the Director of the Upper School and the Director of Teaching and Learning. Because course changes may affect a student's broader academic schedule, approval is not guaranteed and should be expected only in limited circumstances.

Grading Policies

Oak Hall School operates on a two-semester calendar year. Semester exams are given in most courses with the exception of fine arts classes and some additional electives. Semester exams count for 20% of the semester grade. Only the semester grade is recorded on the student's transcript. One-half credit is awarded for each passing grade per semester. All students must be enrolled in and successfully pass a minimum of six courses earning six credits each year. If a student does not successfully earn six credits, s/he may be required to attend summer school or make up the credit in some other way. Additionally, students must take a minimum of four academic courses (defined as offerings from the English, History, Math, Science, and World Language departments) each semester. Middle School students who are enrolled in high school level courses such as world language, mathematics, or science will receive a grade for the course and a high school credit. This grade will not be incorporated into the Oak Hall GPA nor will it be reflected on the high school transcript but will count towards graduation. The school reports letter grades on report cards and transcripts. Grade point average (GPA) is determined on a scale. Advanced Placement level courses are weighted 1.0, and Honors classes are weighted 0.5. Final semester grades 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	GPA Equivalent	Letter Grade	% Equivalent	GPA Equivalent	Letter Grade	% Equivalent	GPA Equivalent
A+	97-100	(4.33)	A	93-96	(4.0)	A-	90-92	(3.67)
B+	87-89	(3.33)	B	83-86	(3.0)	B-	80-82	(2.67)
C+	77-79	(2.33)	C	73-76	(2.0)	C-	70-72	(1.67)
D+	67-69	(1.33)	D	63-66	(1.0)	D-	60-62	(0.67)
F	Below 60	(0.00)						

Graduation Requirements

Students must earn twenty-four (24) credits in grades 9-12. They must be enrolled in and successfully pass a minimum of six (6) courses earning six (6) credits each year. If a student does not successfully earn six (6) credits, they may be required to attend summer school or make up the credit in some other way. Additionally, students must take four (4) academic courses (defined as offerings from the English, History, Math, Science, and World Language departments and all AP classes) each semester. Students must satisfy the State of Florida requirement of a minimum GPA of 2.0 on a 4.0 scale being a requirement to graduate from high school and receive a diploma. Students must accumulate at least 40 hours of Community Service (80 effective with the Class of 2028) and successfully complete a 40 hour "Senior Project" in order to fulfill graduation requirements.There is a half-credit (0.5) required in physical education. This requirement can be fulfilled either by taking the Strength & Conditioning course or by any student competing in either 2 seasons of a Varsity sport or 4 seasons of a JV sport during Grades 9-12.

Homework

Homework is designed to reinforce lessons taught in class and/or prepare for the next day's lesson. Students can expect homework in all their classes but not necessarily every class every night. Students are required to complete all homework assignments and to turn them in when they are due. Classwork not completed may also become part of homework assigned. Late work penalties will be assigned by individual teachers.

Honors and Advanced Placement Courses

To qualify for Honors and Advanced Placement courses, students must meet criteria established by each department. Students who enroll in these courses are expected to maintain a "C" average in the current course. Students who are enrolled in Advanced Placement courses must take the AP examination, which is administered by the College Board in May, to receive AP credit on their transcript. If a student does not sit for AP examination in an AP course they have attended during the year, that course will be reclassified on the transcript as Honors and will be granted Honors weighting in the GPA calculation. College Board charges for each examination and students are responsible to pay the examination fees by the established deadline. Students who must make changes in their exam schedule will incur any cost associated with the change and will be invoiced the additional cost. Any exceptions to the fee schedule for AP examinations must be approved by the Director of Upper School.

- Late testing is automatically available to students with two or more exams scheduled at the same time, or students with extended time accommodations who have two exams in one day and will not be able to attend the subsequent exam.
- Students with family obligations such as weddings or graduations will be given the option to late test for free.
- The only late-testing requests that will be automatically approved beyond the March 15 deadline will be for student athletes who qualify for post-season events that conflict with AP exams, documented illness, or school-related academic travel.
- All other late notification (beyond March 15) of a need for late testing will be granted based on proctor availability.

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.

Independent Study

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

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

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”.

Study Halls & Study Period

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

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

Standardized Testing

The CTP-5 (Comprehensive Testing Program) is given in the spring to all students in Grade 9. It is a rigorous test administered to nationwide private schools that compares a student’s content-specific, curriculum-based performance to their more conceptual knowledge base in reasoning tests. The results allow us to identify areas of strength and growth as we prepare students for college entrance examinations in the upper grades. The CTP-5 includes assessments on verbal reasoning, vocabulary, reading comprehension, science, writing mechanics, writing concept and skills, quantitative reasoning, and mathematics. Scores are sent to families over the summer.

In Grade 10, students have the opportunity to take both the PreACT and PSAT. These tests aim to give our students a quantifiable measurement of their progress regarding ACT or SAT preparedness. We intend to use this as a baseline for our students in guiding them toward future success on college admission testing through our college counseling process.
In Grade 11, students take the PSAT-NMSQT, the qualifying exam for the National Merit Scholarship Program. This is a nation-wide competition held annually for high school seniors. To qualify as a National Merit Semi-Finalist, students must attain a certain threshold PSAT/NMSQT score in their junior year (usually in the top 1% of test takers in their state).

Test Days

Faculty follow a testing schedule to help avoid overloading students with multiple tests on one day. The test-day rotation will be posted annually in Canvas and the Veracross portal. Students should not have more than two tests, quizzes excluded, on any given day. If a student does have more than two in a day, priority will be given to core class tests. Non-core class tests will be rescheduled for the following day, schedule permitting. Students are responsible for reaching out to their teachers should they be in this position.

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 (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.

Upper School Attendance Policy

All Upper School students are expected to be present on campus each school day from 8:30 a.m. to 3:30 p.m. Full-day attendance is a vital component of academic success, engagement in classroom learning, and community participation. Families are strongly discouraged from authorizing students to miss class or leave campus for nonessential reasons.

ATTENDANCE EXPECTATIONS AND PROCEDURES

Students may not exceed eight (8) absences in any class during a semester. All absences count toward the eight-absence limit except those detailed below. For an absence to be considered in an attendance review, documentation must be submitted to the Upper School Office or through the Veracross portal within three (3) school days of the student's return. If the student exceeds the eight-absence limit and is referred to the Attendance Committee, documentation submitted after this window may not be considered in the committee's review. Documentation from a licensed medical provider who is not a parent or guardian does not remove an absence from the count; it becomes part of the student's attendance record and informs any review under this policy. All documentation for consideration by the committee should be received within three days of occurrence.

ATTENDANCE AT A GLANCE

Type of absence	Counts toward 8?	What to submit	What happens
• School-sponsored event (athletics, field trips, performances)	No — student is considered present	Nothing	Arrange makeup work with teachers in advance, per the Late Work policy
• Religious observance • Approved College Visits (3 Max) • Death in the Immediate Family	No	Advance notice to the Upper School Office	Arrange makeup work with teachers in advance, per the Late Work policy

As a student's absences in a class accumulate:

4 absences	The Dean of Students will issue a formal attendance warning to the student and family
8+ absences	Required meeting with the Director of the Upper School and/or the Dean of Upper School Students

The School may intervene at any point when a student demonstrates a concerning pattern of absences, late arrivals, early dismissals, or missed assessments, and may establish an attendance-support plan at any stage.

TARDINESS

Students are expected to arrive at every class on time and remain for the duration of the period. Teachers record attendance at the start of each class; a student who arrives after the start of class is tardy. A student who arrives more than halfway through a class period will be marked absent from that class rather than tardy.
Every four tardies in a class convert to one absence in that class, counted toward the eight-absence limit like any other absence. In addition:

- **Four tardies:** The Upper School Dean of Students will notify the student and family, and the student may be subject to disciplinary consequences.
- **Eight tardies:** The student and family will be required to meet with the Director of Upper School and/or the Dean of Students. The student's eligibility for athletics, arts, and other extracurricular activities will be formally reviewed, and additional disciplinary consequences may be imposed.

The School may address repeated tardiness at any time, regardless of how many absences a student has accumulated.

SKIPPING CLASS

Skipping class is strictly prohibited. Skipping includes but is not limited to: failing to report to a scheduled class, assembly, advisory, assessment, or assigned location; remaining elsewhere on campus without permission; or leaving campus without completing sign-out procedures.

Skipping class may result in academic consequences for missed work, loss of eligibility for athletics, arts, clubs, performances, and other extracurricular activities, detention, loss of privileges, behavioral probation, suspension, or other disciplinary action determined by the Dean of Upper School Students and/or Director of Upper School. Absences resulting from skipping are not eligible for the makeup period described under Late Work.

CAMPUS SIGN-OUT AND FREE PERIODS

All students leaving campus during the school day must sign out through the Upper School Office and obtain an Off-Campus Pass. Parent or guardian permission must be submitted at least 60 minutes before the requested departure through the Veracross portal or in person, with the parent or guardian present in the Upper School Lobby.

Students may not call or message a parent from the lobby or during class to arrange an early dismissal unless directed to do so by a school employee. Upon returning, students must sign in through the Upper School Office, return the Off-Campus Pass, and report immediately to their scheduled class.

Parent or guardian permission authorizes the school to release the student from campus. It does not make the resulting absence school-approved, remove it from the student's attendance total, or prevent academic or disciplinary consequences. Parents should not allow students to leave campus during lunch or free periods unless they have a compelling, unavoidable reason.

Students must remain on campus during all free periods unless participating in an approved senior privilege. During free periods, students may work in the Student Engagement Center, Learning Commons, or another pre-approved location, or seek permission to work with a teacher.

SENIOR PRIVILEGES AND ELIGIBILITY

Seniors in good academic, attendance, and disciplinary standing may be eligible for off-campus lunch privileges with valid permission from a parent or guardian on file. Seniors must consistently follow all sign-in, sign-out, transportation, and return-time procedures. Failure to do so may result in detention and the immediate suspension or revocation of the privilege.

Senior lunch privileges may be suspended or revoked when a student's grade in any course falls below 73%; the student demonstrates excessive or concerning absences; the student skips class; the student uses the privilege to avoid a class or assessment; the student fails to return to campus on time, or the student has disciplinary concerns.

Seniors may not transport underclassmen (grades 9–11) off campus during the school day. Permission from an underclassman's parent or guardian does not authorize the departure.

Seniors who maintain excellent academic, attendance, and disciplinary standing throughout the school year may be eligible for a final-exam exemption during the spring semester. For this purpose:

- **Excellent academic standing** means a grade of A or A+ in the course for which the exemption is sought; an A– does not qualify
- **Excellent attendance standing** means the student has not exceeded the eight-absence limit in any course in either semester and has not skipped class during the school year
- **Excellent disciplinary standing** means the student has not received an in-school or out-of-school suspension, been placed on behavioral probation, or been subject to other significant disciplinary action during the school year, as determined by the Dean of Students and/or the Director of Upper School

ATTENDANCE COMMITTEE

The Attendance Committee reviews students at any time during a semester who demonstrate concerning attendance patterns, including repeated late arrivals, early dismissals, sign-outs, missed assessments, or failure to follow an attendance-support plan. The committee may consider the student's attendance record, reasons for absences, documentation, academic progress, prior interventions, disciplinary history, and exceptional circumstances.

Recommended consequences may include disciplinary action or a 5-point deduction from the student's final semester grade in the affected course. The committee submits its recommendations to the Dean of Upper School Students and/or the Director of Upper School, who makes the final determination and communicates it to the family in writing. Academic and disciplinary consequences may both be imposed when appropriate.

LATE WORK

Students remain responsible for all academic work missed during an absence. Unless another arrangement is approved, a student will be allowed the number of school days equal to the number of consecutive full school days absent to complete missed daily work; a student absent three days ordinarily has three school days after returning.

After the makeup period, work may be accepted at the teacher's discretion and may be subject to the School's late-work expectations. It is the student's responsibility to communicate with teachers, obtain assignments, confirm assessment dates, and complete required work. Students experiencing an extended illness or other exceptional circumstance should contact the School as soon as possible so that appropriate support can be put in place.

This extension does not automatically apply to work assigned before the absence, long-term assignments, previously announced assessments, planned absences, partial-day absences, or absences resulting from skipping class. Students absent for planned reasons, including school-sponsored events, religious observances, and college visits, should arrange makeup work in advance.

Bathroom and Changing Facility Usage

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

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

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

Concussion Protocol

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

INITIAL IDENTIFICATION

1. 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.

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 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.

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

To be eligible to participate in any after-school activity—including athletic practices, games, contests, rehearsals, performances, or club meetings—students must meet the school's attendance requirements. This policy also applies to students who attend school-sponsored evening events as spectators.

ATTENDANCE REQUIREMENTS FOR PARTICIPATION

• A student must be present for all scheduled classes during the school day to be considered in regular attendance.

- Students may not miss more than half of any class throughout the school day. This includes arriving late or leaving school early.

EXCEPTIONS

- Students who miss class due to an excused absence (e.g., a school-sponsored trip or a medical appointment with appropriate documentation) may still participate.

APPROVAL AND OVERSIGHT

- The Director of Athletics will determine eligibility for athletic events.
- The Director of Fine Arts will determine eligibility for fine arts events and rehearsals.
- The Director of Upper School will determine eligibility for all other extracurricular activities.

Helmets

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

Ride Sharing Services

To ensure the safety and well-being of all students, the following policy outlines guidelines regarding the use of ride-sharing services (e.g., Uber, Lyft) by minors:

KEY CONSIDERATIONS

- Safety First: Ride-sharing services prioritize safety and have strict policies in place regarding the transportation of minors. Most services do not allow unaccompanied riders under the age of 18. This includes trips requested by minors or intended to transport them alone.
- Driver Responsibility: Drivers are contractually obligated to follow the terms of service of the ride-sharing platform they represent. They may be penalized or removed from the platform for knowingly transporting a minor without proper authorization or adult supervision.

PARENT OVERSIGHT

Parents/Guardians are strongly encouraged to:

·Understand and comply with the terms of service for ride-sharing platforms such as Uber and Lyft.

·Review and activate available safety features (e.g., real-time trip tracking, PIN verification, trusted contacts).

·Discuss safety expectations with their child before authorizing any ride.

SCHOOL LIABILITY

Oak Hall School is not responsible for monitoring or arranging transportation through ride-sharing services. Parents assume full responsibility for transportation arrangements that involve third-party services.

SCHOOL DAY RESTRICTIONS

Ride-sharing services are prohibited from picking up students during the regular school day. Students may only be picked up by a ride-share service after 3:30 PM. Any exceptions must be approved by school administration in advance.

ALTERNATIVE OPTIONS

Families seeking transportation assistance for their student should consider licensed car services that specialize in transporting minors and offer direct parent communication and verification features. Additionally, families facing significant hardship that limits their ability to transport their child to and from school and school events may apply for financial assistance, in the form of transportation vouchers, to offset the cost of a ridesharing service. Please contact the Enrollment Management office for more details.

Student Conduct and Discipline

At Oak Hall School, the development of mature behavior, strong ethical values, positive attitudes, and sound judgment is regarded as an essential component of each student's overall education. The School community is founded on mutual trust, respect, and cooperation among students, faculty, staff, and administration.

All students are expected to be familiar with and adhere to the rules, regulations, and procedures established by the School. Students are also expected to exercise self- discipline and accept personal responsibility for their actions at all times.

This Code of Conduct applies to any student who is:

- present on school property;
- in attendance at school, whether in person or through online/virtual platforms;
- participating in or attending any school-sponsored event or activity, on or off campus;
- or engaged in conduct at any time or place that adversely affects the safety or well-being of others, the integrity of the school community, or the reputation of Oak Hall 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.

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 recognizes the value of technology in enhancing student learning; however, strict boundaries are necessary to maintain a focused, respectful, and distraction-free academic environment. The following rules are in effect and will be enforced without exception:

- Cell phones are not to be used or visible during the school day from 8:30-3:30. Phones must be stored in lockers, vehicles, or not brought to campus.
- Any unauthorized use or access of a cell phone during the school day—including texting, messaging, social media, photography, or gaming—will result in immediate disciplinary consequences, including confiscation and referral to the Dean of Students.
- Repeated violations may lead to detention, loss of technology privileges on campus, or other consequences as determined by school administration.
- The Dean of Students and/or Director of the Upper School reserves the right to assign additional disciplinary actions based on the frequency or severity of the infraction.
- Students and families must read and sign Oak Hall's Responsible Use Policy annually.

TESTING PROTOCOL

Smart Devices, including META AI Glasses, smartwatches, or other devices, may not be used during any testing or assessment period. Students must place these devices securely inside their backpacks, depending on teacher preference, and make sure they are stored out of sight. Students found wearing or accessing any smart device during a test will be subject to immediate disciplinary action, including potential academic consequences and honor council referral. Oak Hall is committed to upholding a culture of integrity and accountability. Responsible use of technology is always expected.

Cleanliness and Litter

At Oak Hall, every community member—students, faculty, and staff—is responsible for maintaining a clean, respectful, and welcoming campus environment. Receptacles for trash and recyclables are conveniently located throughout hallways, classrooms, and outdoor areas, and their proper use is always expected.

Disposing waste properly is a basic standard of respect for our shared spaces. The Dean of Students may assign individuals who fail to meet this expectation campus clean-up duties or other consequences. Maintaining campus cleanliness is a matter of personal accountability and a reflection of our collective pride in the Oak Hall community.

Community Service

Oak Hall students are required to complete 80* hours of community service to graduate (* C/O 2027 is only required to have 40 hours). Students should complete at least 20 service hours per year to remain on track for graduation. Service hours must be submitted through the service-learning database, X2VOL, before the end of each semester. Hours must not only be submitted but students must ensure they have been verified by the adult supervisor of the activity. Only hours verified will be eligible for the approval process to be considered for graduation requirement fulfillment. Any questions should be directed to the Assistant Director of Upper School.

Discipline and Detentions

Disciplinary notices resulting from failure to comply with behavioral expectations are issued by the Dean of Students and/or the Director of the Upper School and communicated to students and their families via email. Detentions are assigned at the discretion of the Dean of Students and/or the Director of the Upper School and are intended to address behavior that does not meet the standards of the school community.

All detentions will be served in the Upper School Office unless otherwise notified. Standard weekday detentions are proctored and are 45 minutes in length, held from 7:30 a.m. to 8:15 a.m. Students are expected to arrive on time and bring school- appropriate work to complete quietly.

In cases of repeated infractions or more serious disciplinary matters, Saturday detentions may be assigned. These are held from 8:00 a.m. to 12:00 p.m. Attendance is mandatory.

Failure to attend any assigned detention—weekday or Saturday—without prior approval from the Dean of Students or Director of the Upper School will result in additional disciplinary consequences.

Students and families are expected to monitor school communications and ensure timely attendance at all assigned detentions.

Driving and Conduct

- Students must always drive responsibly and cautiously while on school property, including roads and parking lots.
- Reckless driving or unsafe behavior will result in disciplinary consequences and may lead to revocation of parking privileges.

PARKING PERMITS AND REGISTRATION

- All student drivers must obtain a valid parking permit through the Student Government Association (SGA).
- Vehicles must be registered with the school, and students must immediately report any changes to vehicle registration or license plate information.
- Parking permits must be clearly displayed from the rear-view mirror at all times while on campus.

ASSIGNED PARKING SPACES

- Students must park only in their assigned spaces. Parking in unauthorized areas— including the circle, the Lower School lot, or the Faculty and Staff parking lot—is strictly prohibited and will result in disciplinary action.

VEHICLE SEARCHES

- Vehicles parked on school property are subject to search and/or inspection.
- Any item found in a student's car that violates major school rules may result in disciplinary measures, including suspension or loss of driving privileges.

LOT CONDUCT AND VEHICLE ACCESS

- Loitering in the parking lot during the school day is not permitted.
- Students may not access their vehicles during the school day without a written pass from an administrator.
- Students are strictly prohibited from sitting in their vehicles during the school day.
- Leaving campus without authorization violates school policy and will result in disciplinary consequences.

OVERNIGHT PARKING

- Unattended vehicles are left at the owner's risk, and Oak Hall School is not responsible for theft, damage, or vandalism.
- The school does not provide insurance coverage for parked vehicles.

ENFORCEMENT AND CONSEQUENCES

Failure to follow any part of this policy may result in disciplinary action, including but not limited to:

- Warning or written referral
- Detention

- Loss of parking privileges
- Suspension, depending on the severity of the infraction

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

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

Harassment/Bullying

Oak Hall School is committed to maintaining a safe, inclusive, and respectful environment where kindness, acceptance, and individual differences are upheld as core values of our community. Harassment, bullying, and intimidation in any form are strictly prohibited and will not be tolerated.

HARASSMENT

Harassment includes—but is not limited to—derogatory comments, slurs, jokes, gestures, or any other verbal, graphic, written, physical, or electronic behavior that demeans or shows hostility toward an individual or group based on race, color, religion, gender, gender identity, gender expression, sexual orientation, national origin, citizenship status, socio-economic status, or disability.

BULLYING

Bullying includes, but is not limited to:

- Physical or verbal aggression such as hitting, pushing, kicking, name-calling, taunting, or threatening
- Relational aggression, such as exclusion, rumor-spreading, or damaging someone's social relationships or reputation
- Emotional aggression, including intimidation, ridicule, and persistent teasing

SEXUAL HARASSMENT

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal, physical, or visual conduct of a sexual nature. This includes, but is not limited to:

- Obscene or suggestive comments, jokes, or gestures
- Inappropriate touching or physical contact
- Display or circulation of offensive or explicit materials
- References to an individual's body in a sexualized or demeaning manner
- Spreading rumors or making insinuations about someone's sexual activity or identity
- Taking, sharing, or posting images or videos of a sexual nature

EXPECTATIONS AND REPORTING

All students are expected to contribute to a respectful and harassment-free environment. Students who witness or experience any form of harassment or bullying are strongly encouraged to report the incident immediately to the School Counselor, Dean of Students, or Director of Upper School.

INVESTIGATIONS AND CONSEQUENCES

Upon receiving a report, the school administration will take all allegations seriously and promptly conduct a thorough investigation. If a student is found to have violated this policy, consequences will be issued in proportion to the offense. Disciplinary actions may include loss of privileges, detention, suspension, and in severe cases, expulsion. Oak Hall School reserves the right to address any behavior, on or off campus, that disrupts the safety and integrity of the school community.

Inspection Policy

To maintain the safety, security, and integrity of the Oak Hall School community, the school reserves the right to inspect any student's personal property at any time, with or without prior notice. This includes, but is not limited to, backpacks, book bags, lockers, desks, toolboxes, purses, electronic devices, briefcases, packages, storage cabinets, and vehicles on school grounds or at any school-sponsored event.

Students are expected to fully cooperate with any inspection initiated by school personnel. Refusal to comply, interference with the inspection process, or attempts to conceal or withhold items during an inspection will be considered a serious violation of school policy and may result in disciplinary action, up to and including suspension or expulsion.

Oak Hall School is committed to ensuring a safe environment for all. All students should be aware that there is no reasonable expectation of privacy in school-assigned spaces or in personal items brought onto school property.

Interpersonal Relationships

Oak Hall School recognizes that interpersonal relationships are a natural and valued aspect of student development; however, all students are expected to always maintain appropriate and respectful behavior. Students are required to refrain from public displays of physical affection while on campus or at any school-sponsored event. Examples of conduct deemed unsuitable for an academic environment include, but are not limited to, kissing, prolonged hugging, or sitting on another student's lap.

Engaging in such behavior is inconsistent with our community standards and may result in disciplinary action. Ultimately, students are responsible for ensuring that their conduct consistently reflects the school's expectations for mutual respect, personal boundaries, and a safe, distraction-free learning environment.

Lockers and Book Bags

Students are expected to use sound judgment regarding what they bring onto school property. Oak Hall School is not responsible for lost, damaged, or stolen personal items. Students are responsible for securing their belongings at all times.

Each student is assigned a locker. Students may not use or switch to any locker other than the one assigned to them. All lockers and locks are the property of Oak Hall School and must be treated with care and respect.

Students are responsible for keeping their lockers clean, organized, and free of trash or excessive food storage. Locker inspections may occur at any time. Food should not be stored for extended periods, as it poses hygiene and pest control issues.

By 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." Students should have no expectation of privacy when using school-provided storage.

Book bags are not permitted to be left on the floors of hallways at any time due to fire and safety regulations. Any book bags found in the hallway will be removed immediately. Hooks are available in designated hallway areas for backpack storage and must be used when lockers are not an option.

Athletic bags and equipment must be placed in assigned gym lockers or designated outdoor shelving during the school day. Bags left in unauthorized areas will be removed and may be subject to disciplinary action.

Accessing or attempting to access another student's locker without permission is strictly prohibited and will be treated as a serious violation. Personal or school property theft will not be tolerated and will result in disciplinary consequences.

Noncompliance with locker and bag storage expectations may result in disciplinary consequences at the discretion of the Dean of Students or the Director of the Upper School.

Major School Rules

Maintaining a safe, respectful, and orderly environment is essential to the mission and values of Oak Hall School. Students are expected always to uphold the highest standards of behavior. The following actions are considered major violations of school policy and will result in significant disciplinary consequences. These may include—but are not limited to—loss of privileges, suspension from extracurricular activities, detention, in-school suspension, out-of-school suspension, or expulsion.

1. Violation of the Honor Code – Any form of dishonesty, disrespect, cheating, or plagiarism that undermines the academic integrity of our school community.
2. Possession of a weapon – The presence of any weapon on school grounds or at school-sponsored events will not be tolerated.
3. Possession or use of controlled substances – Including but not limited to drugs, drug paraphernalia, alcohol, tobacco (in any form), vape products, and e-cigarettes. This also includes being under the influence while on campus or at school events.
4. Harassment, discrimination, or hate speech – Any behavior, action, or language that targets or demeans individuals based on race, religion, color, gender, gender identity or expression, sexual orientation, national origin, citizenship, socio-economic status, or disability.
5. Physical aggression and threatening behavior – This includes fighting, inflicting bodily harm, harassment, intimidation, bullying, cyberbullying, the use of profanity, or any form of disrespectful conduct toward others.
6. Vandalism or theft – Any act of damaging, destroying, or stealing personal property or school property.
7. Leaving campus without authorization – Students who leave campus without proper permission and without following the required procedures will face escalating disciplinary action, at the discretion of the Dean of Students and/or Director of the Upper School.
8. Chronic tardiness or absenteeism – Repeated failure to attend school or class on time

without valid justification is unacceptable and will result in disciplinary intervention, as outlined in the Attendance and Tardiness Policy.

9. Irresponsible use of a vehicle – Any unsafe or reckless operation of a motor vehicle on or around campus.
10. Violation of the Responsible Use Policy – Includes misuse of school devices, inappropriate online conduct, or accessing unauthorized content.
11. Misuse of bathrooms or changing facilities – Students are expected to respect privacy and follow all posted expectations regarding these spaces, as outlined in the Bathroom and Changing Facility Usage Policy.

Disciplinary consequences are determined by the Dean of Students and the Director of Upper School. In cases involving possible expulsion, a formal recommendation will be submitted to the Head of School for final review and decision.

Oak Hall School maintains a zero-tolerance stance on behaviors that jeopardize the safety, integrity, or well-being of the school community. Students and families are expected to review and understand these expectations thoroughly. Repeated or severe violations will be addressed with urgency and seriousness.

School Uniforms

Oak Hall School maintains an official standard of dress, complete with a required school uniform that must be worn daily, with the only exception being Spirit Wear Fridays.

Students must be properly attired from the moment they arrive on campus until the conclusion of the school day. Students' overall appearance should always be neat, clean, and well-groomed.

Hooded sweatshirts and hooded jackets are not permitted on campus at any time. Students should plan their outerwear accordingly.

Sneakers are the only permitted footwear on campus. All students must wear closed- toe athletic sneakers that are appropriate for daily school activities and meet safety and uniform standards.

It is the responsibility of parents and guardians to ensure that students comply with the school's uniform requirements each day. The student must know and follow the Dress Code and Uniform Guidelines throughout the school day and during all school- sponsored activities.

Violations of the dress code will be reported to the Dean of Students. The Dean will notify parents/guardians of any infractions. If a student arrives at school out of uniform, the following steps will be taken, and the student will remain in the divisional office until the issue is corrected. Failure to cooperate with the dress code policy may result in further disciplinary consequences, such as detention or a mandatory parent meeting. For full details regarding Upper School uniform requirements, please refer to the Uniform Guidelines available online via theVeracross Parent Portal.

SPIRIT WEAR FRIDAYS

On Fridays, students are permitted to wear an Oak Hall-sponsored or issued Spirit Wear shirt with regular dress-code compliant shorts or skirt. Hooded sweatshirts or jackets are not permitted on Spirit Wear Fridays. This is the only variation permitted from the daily uniform.

Senior Privileges

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

Standard Disciplinary Procedure

At Oak Hall, students are expected to uphold the behavioral standards that reflect the values of our school community. When a student fails to meet these expectations, disciplinary action will be taken promptly and thoughtfully.

The disciplinary process begins with the belief that respectful correction is essential to personal growth. However, consistent with our commitment to maintaining a positive and safe learning environment, disciplinary responses will escalate in accordance with the severity and frequency of the behavior.

INITIAL INFRACTION

If a student violates school behavioral expectations, the faculty member involved will address the behavior directly with the student. This conversation aims to correct the behavior and reinforce community standards.

REPORTING THE VIOLATION

The faculty member will report the incident to the Dean of Students. In cases of serious misconduct, such as unsafe, disruptive, or damaging actions to the school environment, the student must be sent immediately to the Dean of Students' office. The Dean of Students and/or the Director of Upper School will meet with the student to clearly explain how the behavior violates Oak Hall's standards and what changes are expected moving forward. Assignment of consequences, when appropriate, will be at the discretion of the Dean of Students and/or the Director of Upper School.

DRESS CODE VIOLATIONS

Dress code infractions must be resolved immediately. The student must correct the issue before returning to class or school activities.

SECOND VIOLATION

A second behavioral offense will result in a detention assigned by the Dean of Students and/or Director of Upper School. Additionally, the student could be prohibited from participating in any extra-curricular and/or co-curricular activities on the day of the infraction. The student's parents/guardians will be contacted by email and phone, and the student's advisor will be notified.

REPEATED VIOLATIONS

Continued or repeated behavioral issues will be escalated to the Director of Upper School and the Head of School. Together, they will determine further consequences, including probation, suspension, or counseling the student out of Oak Hall.

MAJOR OFFENSES

Due to its severity, intent, or impact, any offense considered egregious may result in immediate and elevated disciplinary action, bypassing earlier steps in the process. Oak Hall reserves the right to take all necessary actions to preserve a respectful, safe, and academically focused school environment.

Student Resources and Support

Advisory Program

STATEMENT OF PURPOSE

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

Students are assigned to a faculty advisor who remains with them throughout all four years of the Upper School. Advisory groups meet every Thursday. Typical Advisory meetings are structured to allow for content, which may include team-building, advisory competitions, and topics relevant to student life, and time for students to receive extra help from faculty.

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
2. Development Personal Growth and Self-Advocacy Skill Building
3. Individualized Support

Class Sponsors

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

CLASS	SPONSOR
Freshman Class	Ms. Chenoweth
Sophomore Class	Dr. Aulino
Junior Class	Mrs. McTureous
Senior Class	Mr. Malloy and Mrs. Tripp

College Counseling

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

We value the opportunity to provide our students with individual attention and support throughout

the college process. We encourage open, honest, direct, and frequent communication with students and parents. We guide students with knowledge that comes from years of professional experience in college advising, by tracking our alumni and their application data, and through analysis of national trends affecting college admissions. We are a full-service college counseling department. Working together as a team, our goal is to ensure that every student is successful. It is our sincere desire that in the end we will all come through this process learning something new, whether it is about specific colleges, higher education, or ourselves.

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

School Counselor

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

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

This revision occurred 21 July, 2026.