

**HANDBOOK FOR UPPER SCHOOL
STUDENTS & PARENTS**

2019-2020



OAK HALL SCHOOL

SCHOLARSHIP · LEADERSHIP · SERVICE

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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 students 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 life-long 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 one 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.

Whom to Contact

Question	Person	Email
Absences	Caitlyn Hood	upperschooloffice@oakhall.org
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Academic Policies and Procedures

Grading System

Oak Hall School operates on a two-semester calendar year. Semester exams are given in most courses except for fine arts classes. 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 four academic courses (defined as offerings from the English, History, Math, Science, and World Language departments) each semester. Juniors and Seniors who are enrolled in 5 AP level classes may elect to have two study periods, provided that they have enough high school credits to reach 24 by graduation. An AP level class includes any class for which the school grants a 1.0 GPA increase.

The school reports letter grades on report cards and transcripts. Grade point average (GPA) is determined on a 4.0 scale. Advanced Placement courses are weighted 1.0, and Honors classes are weighted .5. Physical education courses are not factored into GPA calculation. A percentage equivalent is included in the following chart:

Letter Grade	% Equivalent	(GPA Equivalent)						
A+	98.00-100.00	(4.33)	A	93.00-97.99	(4.0)	A-	90.00-92.99	(3.67)
B+	87.00-89.99	(3.33)	B	83.00-86.99	(3.0)	B-	80.00-82.99	(2.67)
C+	77.00-79.99	(2.33)	C	73.00-76.99	(2.0)	C-	70.00-72.99	(1.67)
D+	67.00-69.99	(1.33)	D	63.00-66.99	(1.0)	D-	60.00-62.99	(0.67)
F	Below 60	(0.00)						

Report Cards

Report cards are issued to parents twice a year, at the end of each semester. In addition, interim reports may be issued twice per semester for students who are experiencing difficulty in a course (generally C or below). Interim reports may also be issued whenever the need arises. Parents are also encouraged to discuss their student's progress with the student's advisor. A conference day

will be scheduled once per semester so that parents and teachers may discuss student progress; however, conferences can always be scheduled at the mutual convenience of the parent and teacher at any time.

Incompletes

A grade of "Incomplete" (I) is given to students who, for reasons of illness or other extenuating circumstances, have not had a reasonable opportunity to finish their work for a marking period. "Incompletes" for a semester must be made up within two weeks of the ending date for a semester. Failure to comply with these time constraints could lead to a grade of "F" for the marking period. Extended illnesses will be handled on an individual basis. Please note that any student with an Incomplete will not be athletically eligible until the Incomplete is cleared.

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 must maintain a "C" average in the current course. Students earning a "D" or below will be recommended to drop the class. Students who are enrolled in Advanced Placement courses must take the AP examination, which is administered by the College Board in May, in order to receive credit on their transcript.

A Junior or Senior enrolled in five Advanced Placement or equally weighted courses in either first or second semester or both semesters may opt to enroll in only five (5) credit-bearing courses if that student has enough previous credits to be on track to meet the Oak Hall requirement of twenty-four (24).

UF Online

Oak Hall School has formed a partnership with UF Online. Juniors or seniors who meet the criteria set by the University of Florida may enroll in a course offered by the UF Online program and work on the class while here at Oak Hall. Students must apply to the program in the semester before they enroll in the course. UF Online is only available during the fall and spring semesters (no summer option is available). The student's grade for the course will be reported to Oak Hall and placed on the side of the student's transcript but will not be calculated into the student's GPA. Please also know that UF Online classes cannot be used to satisfy core curriculum graduation requirements.

Independent Study

Independent Study exists as an option for highly motivated and responsible seniors (on rare occasions, qualified underclassmen may apply for an IDS). 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 we offer.

Independent Study projects should be proposed by the student using the proper form. The

student's project must be approved by the Director of Upper School, department chair, and a sponsoring faculty member. If the primary faculty sponsor is not from OHS, there must be an OHS faculty member to serve as liaison. To be approved, the project must be completed independent of regular class meetings; the student and the sponsoring faculty member must meet and discuss the project at least twice per week. If credit is to be granted for the project, the student must produce a tangible product and/or sit for an examination. Students will be limited to one independent study per semester.

Florida Virtual School

Classes taught through the Florida Virtual School (FLVS) may be taken in rare situations in which an equivalent course is not offered at Oak Hall or to facilitate a scheduling conflict. All FLVS classes must be approved by the Director of Upper School and Department Head. The course will be listed on the Oak Hall transcript even if the student does not complete the class. The grade earned will be listed on the Oak Hall transcript once the class is completed. These courses will not count toward Oak Hall GPA.

Pass/Fail Option for Coursework

In addition to the standard core requirements, students who take a seventh class or those with five AP classes who take a sixth class may take the additional class on a Pass/Fail basis. In such cases, the following guidelines will apply:

- The student will attend all classes.
- The student will take all tests and turn in all assignments.
- Upon completion of the course, the student will receive a grade of "P" or "F" which will be entered on the transcript. An overall average of 60% or greater will constitute a passing grade for the course.
- In the 2019-2020 school year, the fall application deadline for P/F is October 30. The spring deadline is January 24. Student interested in this option must email the Upper School Director (jperlette@oakhall.org) with their intentions prior to the established deadlines.
- Once the decision has been made to pursue a course via P/F, that decision may not be changed regardless of subsequent performance during the semester.
- When a student earns a P in a course they have designated as Pass/Fail, the credit from that course counts toward the graduation requirements, and neither credit nor grade are used in calculating the student's grade point average.
- If a student earns an F in a course they have designated as Pass/Fail, both the credit and grade are used in calculating the student's grade point average. The credit does not count toward degree requirements.

Drop/Add Period

Students may switch courses within the first three days of school if they present a valid reason to the Director of Upper School. The deadline to drop a course for a semester class is the first interim, and the deadline to drop a year-long course is the fifth week of school. A course dropped after these deadlines will result in a “Withdraw Pass” or “Withdraw Fail” on the student’s transcript.

Course Level Change

If a student is struggling in a course, or if the level of the course is not challenging enough, that student may change levels in a course at any point before the 6th week of school with the approval of the student’s parents, advisor and/or the Director of Upper School. Students should keep in mind that changing courses may impact the rest of their schedule, and that this option should be utilized rarely.

Grade Replacement

Any student who earns a C, D, or F in a core academic class (not an elective) for the semester may apply to retake the class and have the grade replaced. The student will receive credit for only one of the classes. This only applies to classes taken on campus. Online courses will not be considered in grade replacement. Both courses will show on the transcript, but only the replacement will count towards the student’s GPA.

Academic Probation

Academic probation is a serious warning status. Academic probation is for those students who are not working to their potential and are consequently failing or near failing in more than one course. Any student who meets the following criteria may be placed on academic probation at the end of a quarter (defined here as the 9th week of school):

- Lower than a 2.0 GPA;
- Three grades of "D" or lower.

When a student is placed on academic probation, his/her parents will be notified, and a conference with the Director of Upper School, counselor and/or advisor, parents, and student will be arranged. At that time, goals will be set and strategies for improvement will be discussed. Students who are on academic probation may not be allowed to participate in certain off-campus activities. Progress will be monitored and the student will be reevaluated after a few weeks. If there is no improvement and a student remains on academic probation longer than a semester, a change of school may be recommended.

Test Days

Day 1: Math / World Language
Day 2: History / Science
Day 3: English / World Language
Day 4: Math / History
Day 5: English / Science

Study Halls & Study Period

All Freshman during the first semester of enrollment in the Upper School will be assigned to a faculty-monitored study hall, unless they are taking a seventh class. All other students in grades 10-12 will have a study period. The expectation for this study period is for students to utilize their time effectively toward the pursuit of their academic studies. Any student who falls below the Honor Roll (defined as all As and Bs for a semester) will be assigned to a study hall.

Athletic Eligibility

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

Academic Eligibility: (1) Students in Grades 6-8 must be regularly promoted from the previous grade the immediately preceding year and maintain at least a 2.0 GPA evaluated at the semester. Students who do not have a cumulative 2.0 GPA at the conclusion of the semester will be ruled ineligible the following semester per Florida Statute. Students must be in regular attendance and must carry a normal class load doing satisfactory classroom work with a satisfactory conduct record. (2) A student entering the ninth grade shall be eligible during the first semester of that year provided that it is the student's first entry into the ninth grade and he/she was regularly promoted from the eighth grade the preceding year. (3) A student must have a cumulative high school grade point average of 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. (4) Exceptions to item 3 may be made for tenth graders who do not have a cumulative GPA of 2.0 at the end of the spring semester of their ninth grade year provided the following requirements are fulfilled: a. They have a 2.0 GPA in all courses taken during the spring semester; b. They sign an academic performance contract with Oak Hall; and, c. They enroll in and attend summer school as necessary.

As a school with high academic expectations, however, we hold our students to an additional standard which is important in our environment. Oak Hall students must maintain at least a 2.0 GPA in all courses taken, each semester. A student must not receive an "F" in any course. Students will be evaluated at each Interim to determine whether or not they may remain eligible. If a student does not meet the eligibility requirements defined above at each interim, they will be placed on a two-week probation in which they may not attend practices or games. If a student fails a class for a semester, or falls below a 2.0 average for the semester, then the

probationary period will extend to four weeks. In all cases in which a student is ruled ineligible, a conference will be scheduled with the Director of Upper School, Director of Athletics, Counselor, appropriate teachers, and parents in order to agree upon a plan of action. The student and parents will then sign a contract for improvement. The criteria for reinstatement are: sufficient improvement in achievement and attitude. Athletic reinstatement will be at the discretion of the Head of School. In addition, students on disciplinary probation may be restricted from participation in athletics. The Athletic Director will review the information and finalize a decision to remain consistent with the FHSAA and State Legislature guidelines.

Academic Honesty and Integrity

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

“On my honor as an Oak Hall student, I pledge that I will not lie, cheat, or steal.”

Students sign the Honor Code when they enter the Upper School. Students “pledge” tests, exams, and papers stating that they have neither given nor received unauthorized aid. Lying is the intentional falsification or denial of fact, or the intentional creating of a false impression. Cheating is giving, receiving, or attempting to give or receive unauthorized help that could result in an unfair advantage in completing school work. Copying, using or possessing crib sheets, or other unauthorized aids are specific examples of cheating. Stealing is the taking of anything without the knowledge and consent of the owner; plagiarism, as defined by the MLA Handbook, is the act of using another person’s ideas or expressions in one’s writing without acknowledging the source. Other behaviors, such as being absent on test days, misleading notes from home, excessive parental assistance, and getting too much help on a college essay, are violations of the Honor Code. All members of the Oak Hall community are committed to supporting the Honor Code and consider themselves responsible for its maintenance and enforcement.

Discipline Committee

If a student is suspected of having violated a major school rule or the honor code, the Discipline Committee may convene to review the issue as requested by the Director of Upper School. The Discipline Committee is a recommending body consisting of the Dean of Students (chair), Director of Upper School, the Student Honor Council Chair, Faculty Sponsor of the Honor Council, and one faculty member. Final decisions regarding discipline are the purview of the Director of Upper School or, in the most serious cases, the Head of School. When a student is requested to appear before the Discipline Committee, the following procedure will be followed:

1. The student, their faculty advisor, and parents will be informed of the alleged infraction.
2. The student will meet with the Discipline Committee to discuss the alleged infraction. The student's faculty advisor, or a faculty member of the student's choice, will appear with the student as an advocate. All meetings are closed with the exception of anyone who has been invited by the Upper School Head or Dean of Students. Parents or attorneys may not participate in any phase of the disciplinary process.
3. The Committee will make a determination and recommendation to the Director of Upper School. In severe cases, a recommendation will be shared with the Head of School. The Head of School will have final authority in all disciplinary matters.
4. The students, their advisor, and parents will be informed of the disciplinary decision.

Honor Council

The Honor Council is comprised of students, along with a faculty sponsor, and is responsible for educating members of the community on issues of honor. The primary role of this body is to provide educative and peer-to-peer mentoring for students who have violated the school's Honor Code. Students, we feel, can help one another grow and learn from their mistakes. As a school, we believe the Honor Council plays an important role in the pedagogical process. Once a student has been referred to the Honor Council by the Discipline Committee, the members of the Honor Council, along with the faculty sponsor of the Honor Council and the student's advisor, will meet with the student to discuss the incident. The Honor Council will ask questions of the student, and offer suggestions and advice on how to avoid violations of the Honor Code in the future. After the meeting, the Secretary will produce a summary of the exchange and file it with the faculty sponsor and the Director of Upper School. After counseled by the Honor Council, a student is referred to the Discipline Committee for a second time, the student will disclose the incident on any college application forms which request such information.

Honor Societies, Awards, and Academic Recognition

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 is limited to no more than 10% of the Junior Class and 20% of the Senior Class based on Oak Hall GPA.

National Honor Society

Membership in the National Honor Society is based on scholarship, character, service, and leadership. Students who are Sophomores, Juniors, or Seniors with a cumulative GPA of 3.75 and above will be issued applications for membership to the Invictus chapter of the National Honor Society.

World Language Honor Societies

The World Language Department has established chapters in the following organizations: Junior Classical League (Latin Honor Society), Sociedad Honoraria Hispánica (Spanish Honor Society), and Chinese Honor Society. Requirements for induction are as follows:

1. A student must be enrolled in Level III or above. (In individual cases, students who have added a non-required world language in Upper School may be inducted in Level II in their graduating year.
2. A student must have obtained a 90% cumulative average in the language at the time of induction.
3. A student must show consistent involvement in academic and extracurricular activities of the language club.
4. A student must exemplify overall good citizenship.

Mu Alpha Theta

To qualify for membership in Mu Alpha Theta, the national secondary school mathematics honor society, students must have completed five semesters of math beginning with Algebra I and have earned an unweighted math GPA of 3.5. To maintain membership, students must be enrolled in a math class, maintain a 3.5 unweighted GPA in math, attend at least one math competition each year, and sit for the AMC test.

The above honor societies all have requirements to continue membership after induction.

Valedictorian/Salutatorian Selection

The Oak Hall Valedictorian/Salutatorian policy is as follows:

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

Honor Rolls

Honor Rolls are calculated on a semesterly basis. The Honor Roll is a list of students who have earned all As and Bs for the semester. The High Honor Roll is a list of students who have earned all As for the semester.

General Policies and Procedures

Attendance

Students should arrive at school in time for A period no later than 8:30 a.m. Students should not arrive on campus before 8:00 a.m. to ensure safety and supervision. If a student arrives late, they must sign-in at the front office and present a pass to gain entry to class.

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

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

The school views with disfavor absences related to extended family vacations and outside social activities. If such a circumstance should arise unavoidably, parents should notify the school in writing with a note at least one week prior to the student's planned absence. The student must obtain a Planned Absence Form from the Upper School Office and complete it at least two days prior to the absence.

Students are required to make up all work they miss during an absence. **If a student is absent on the day of a test or when a paper is due, s/he should be prepared to take the test or turn in the paper on the day s/he returns to school.** For extended absences (more than two days), students will generally be expected to turn in all their assignments or take tests within the number of days equal to the days missed. It is the student's responsibility to see each teacher following an absence. For pre-arranged absences, such as athletic events and college visits, it is the responsibility of the student to see each teacher for information on assignments prior to the day of the absence. If a student is absent for a portion of a school day, s/he is required to make up any tests missed at the earliest possible opportunity. Any major research paper or long-term assignment must be given to the assigning teacher by the beginning of class on the day it is due whether or not the student is present.

Make-up tests are primarily administered by the teacher after school or during a planning period. Make up tests may also be taken during a proctored study hall if previously arranged with the teacher. All make-up tests take precedence over all athletic practices and extracurricular obligations. Multiple make-up tests should be taken in the order of the student's class schedule. Tests, papers, and other assignments missed during an extended absence must be made up within two weeks of the student's return to school. Failure to meet these obligations will result in an academic penalty.

Official Absences

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

Unofficial Absences

Excused absences are those necessitated by medical situations, legal responsibilities, family emergencies, or anticipated or extended absences. Please provide corresponding documentation to the Dean of Students so that the absence may be recorded correctly.

Unexcused absences refer to absences other than above. The Dean's office reviews all unexcused absences for possible disciplinary action.

The Dean's office makes a conscientious attempt to confirm the reasons for all absences as they occur. Parents will be notified at each interim when a student has accumulated four or more unofficial absences from any academic class. Parents will also be notified at the end of each semester when a student has accumulated seven or more unofficial absences in any academic class.

The attendance record of a student receiving more than seven unofficial absences (i.e., absences that are not school-sponsored) in any class, or reflecting a pattern of not attending class on test days, will be reviewed by the Director of Upper School and the Dean of Students for possible academic penalty. Participation in extracurricular activities may also be suspended until the student is current with all coursework and in good standing.

Tardiness

Students are expected to be on time to all classes, assemblies, practices, and other appointments and obligations. Students who do not arrive on time must sign-in and get a note from the office. Tardiness to school and to class will result in appropriate disciplinary action to be determined by the Dean of Students. After a student's 4th tardy to school, the student will receive a before school detention. After the 7th tardy, the student will meet with the Dean and Director of Upper School in consultation with the student's parents. After a student's 8th tardy, the student will meet with the Head of School.

Detentions

Disciplinary notices are issued daily by the Dean of Students. Proctored 30-minute detentions are held every Tuesday and Thursday morning from 7:30 to 8:00 a.m. in room US-4.

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

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

a. Regular attendance is defined as present for all classes during the school day. If a student arrives late to school, they must attend at least half of their first class in order to be counted as present for that class.

b. Students may still attend or participate in after-school activities if they miss classes due to an official absence, such as a school trip or a doctor's appointment (with official documentation). In such cases, a student must attend at least half of their classes in order to be in regular attendance. Decisions regarding the validity of an absence will be made by the Director of Athletics (for athletic participation) and by the Director of Upper School (for other extracurricular participation).

Concussion Protocol

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

Initial Identification

1. Once an injury is disclosed to the school, the office will contact the parents to ensure that a physician has been consulted.
2. The office will inform the student's teachers and advisor of the injury.
3. The office must receive documentation from a physician to officially be considered under the concussion protocol.

Return to School Procedures

1. While students are symptomatic and under the care of a physician, they shall be "academically frozen." This means that students will not complete assignments, do readings, turn in papers, or take assessments of any kind while they exhibit concussion-like symptoms (e.g., headaches, memory loss, etc.) and remain under a physician's care.
2. Students will be expected to make-up content from the period in which they are academically frozen, but will not be responsible for the assessments given during that time. Faculty will consult with the student, the parents, the advisor, and the office in order to put together a viable academic plan for the affected student.
3. Students who are academically frozen will not be permitted to participate in extracurricular or athletic activities until cleared by a physician.

Advising and Counseling

Faculty Advisors

It is the goal of the advisory system to promote efficient and effective communication among students, teachers, and parents. It is the advisor's responsibility to oversee the progress of each advisee in academic and non-academic areas of school life. Parents are encouraged to contact the advisor as the first line of communication with the school as the advisor is the one who has

the best overall picture of the student's progress. Above all, students should feel free to turn to their advisor for academic, social, or personal assistance at any time. Students are assigned an advisor when they come into the Upper School. In most cases students stay with the same advisor for their Upper School career. Students meet regularly with their advisors as a group.

College Counseling

Oak Hall employs a full-time college counselor who is able to assist students from the beginning of the Freshman year through the conclusion of their Senior year. Students and their families are encouraged to schedule a meeting with the Director of College Counseling during their Freshman or Sophomore years to discuss planning and college goals. Juniors and their parents attend a college counseling information session in the early winter of that year, while in the spring they begin meeting with their college counselor to discuss college admission and to assist in the selection of the best colleges in terms of student interest, ambitions, and ability. Juniors take the SAT in March and the American College Test (ACT) in February or April. They are also encouraged to take appropriate Subject Tests in May or June. Seniors continue college admission testing with the ACT/SAT/Subject tests as appropriate. They also attend group counseling sessions, continue to work with their college advisor, and attend a college night with their parents in September. Seniors submit their applications along with all requested forms, fees, and essays well in advance of the application deadlines. A transcript, counselor recommendation, school profile, and any necessary recommendations are submitted to colleges with the application materials.

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

There are occasions when conversations with an advisor do not meet the needs of a student or a situation. Professional, confidential counseling is available from the school counselor. Such counseling allows students an opportunity to discuss personal or academic problems in a safe and private setting.

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 faculties.

Class

Sponsor

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

Student Conduct and Discipline

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

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

Major School Rules

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

Violations of major school rules include:

1. Violation of the Honor Code;
2. Possession of any weapon;
3. Possession or use of any controlled drugs, drug paraphernalia, alcohol, tobacco, or smoking-related products;
4. Acts, behaviors, or words which are xenophobic or intolerant towards any person's race, religion, color, gender, gender identity, gender non-conformity, sexual orientation, national origin, socio-economic status, citizenship, or disability.
5. Fighting, inflicting of bodily harm, harassment, threats, intimidation, disrespect toward others, the use of profanity, bullying, or cyber-bullying;
6. Damaging or destroying the property of others or the property of the school;
7. Leaving campus without permission and without following correct procedures;
8. Repetitive tardiness and absences from school or classes;
9. Irresponsible use of an automobile; and,

10. Violation of the Acceptable Electronic Use Policy.

Standardized Disciplinary Procedure

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

- The faculty will inform the Dean of Students of the violation via email, text message, or phone call. In extreme cases, where the behavior can be considered unsafe or detrimental to a positive school environment, that student should be sent directly to the Dean's office.
- The Dean of Students and/or the Director of Upper School will address the student directly to explain why the behavior has not met expectations. The student will be informed of an appropriate way to change their behavior in order to be in accordance with Oak Hall's community values. This will serve as an official warning to the student. The student's advisor will be notified via email in order to follow-up with the student and/or parents as necessary.
Note: In the case of dress code violations, the issue will be rectified immediately.
- A second violation will require the student to serve a before-school detention from 7:30 to 8:10 a.m. in room US-4, as assigned by the Dean of Students and/or Director of Upper School. In addition, the student may not be allowed to participate in any extracurricular and/or co-curricular activities that day. The Dean of Students will notify the student's parents via email and follow-up with a phone call. The student's advisor will be notified via email.
- A third violation will initiate all prior administrative actions. It will also require a face-to-face meeting with the student, the Dean of Students, the Director of Upper School, and depending on the nature of the violation, may include the student's advisor, parents, and the Upper School Counselor. A student-constructed Personal Improvement Plan will be written.
- A fourth violation will be evaluated by the Upper School Head and the Head of School in order to ascertain whether the student should be counseled out of the school.
- Please note that if an offense is deemed egregious enough it may expedite the disciplinary process.

Harassment/Bullying

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

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

All students share responsibility for keeping our school environment free from harassment and bullying. Students must report incidents to the Counselor, Dean of Students, or Upper School Head. When the school administration becomes aware that harassment or bullying may be occurring, it will promptly investigate the situation. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school.

Dress Code

We primarily represent ourselves through our actions and our words, but clothing can also be a reflection of our individuality and of how we present ourselves to the community. We strive to present ourselves as young professionals who value the school community and a positive learning environment. Therefore, Oak Hall students, as representatives of the community, dress in a manner that acknowledges Oak Hall as a place of learning that requires a certain degree of formality.

Students are required to adhere to the elements outlined in the dress code, and to remain properly dressed throughout the entire school day. Whenever Oak Hall students are on campus or are engaged in school-related activities off campus, they are expected to abide by the dress code, unless they are in programs that require otherwise.

By his or her attendance at Oak Hall School, a student and his or her parents agree to respect and follow the guidelines established by the school for appropriate school dress. Overseeing adherence to these requirements is a parental responsibility, and the school expects and appreciates full cooperation. Young professionalism, decorum, and common sense should

dictate parental and student choice of school clothes. If there are questions, the school will determine the appropriateness of the clothing, even if it conforms to current fashion.

Oak Hall students are expected to dress according to the following guidelines:

Required Oak Hall School uniform items must be purchased from the approved Lands' End school site. Upper School students may also purchase uniform polo shirts through BSN.

Oak Hall Upper School's code for Lands' End is 900190554.

For the convenience of our families, we offer a variety of uniform pieces ((Lands' End & BSN)) and additional Oak Hall merchandise in our campus school store located in the School Store.

Regular Uniform

Bottoms

- Students may wear plain front or pleated slacks (dress pants), skirts, skorts, and plain front or pleated shorts in the following colors: BLACK, KHAKI, GRAY, or NAVY.
- Shorts, skorts, and skirts must be no shorter than 4 inches from the back of the knee.
- Students may purchase bottoms from any retail store (provided they adhere to the color and length requirements) or through Lands' End.
- Belts (black or brown) must be worn with bottoms that have belt loops.
- Gray bottom options may only be purchased through Lands' End.
- No cargo pants or shorts.
- Leggings and footless tights may be worn under uniform compliant dresses and skirts.

Tops

- Students may wear button-up shirts (long-sleeve, quarter-sleeve, or short-sleeve) in the following four colors: WHITE, BLACK, GRAY, and BURGUNDY, or polo shirts (dri-FIT

or cotton) must be purchased through Lands' End*, BSN**, or the school store. *Mandatory logo required for all tops.*

- Both white and black button-up shirts* may be purchased from any retail store. **No sheer fabric; cotton/polyester blend only.*
- Gray and burgundy button-up shirts may only be purchased through Lands' End.
- All shirts, button-up or polo, must contain an Oak Hall logo (either the “tree” logo or the “eagle” logo). If tops are purchased from a vendor other than Lands' End, you may take them to Alma Mater Custom Apparel (3427 W. University Ave., Gainesville, FL 32607; 352-377-0011; <http://www.almamaterdesign.com/>) to have the logo applied. They are the only local vendor with rights to our official school logos, and each logo will be an approximate charge of \$6.
- All shirts must be tucked in.

Socks

- Must be worn with all athletic shoes. Socks must be solid white, black, navy, or gray. Socks worn under pants may be any color and/or patterned.

Shoes

- Students may wear closed-toed shoes with backs (made of material other than rubber), Loafers, Oxfords, Sperrys, athletic shoes, dress shoes, and sturdy dress-sandals (defined as a shoe with a substantial front, like a Jack Rodger's sandal).
- Sneakers, athletic shoes, or sandals are permitted.
- Rubber shoes, Crocs, flip-flops, or athletic sandals of any kind are not permitted.
- Closed-toed shoes must be worn in the lab.

Outerwear

- Burgundy, black, or dark charcoal gray full-zip or half-zip fleece jacket, sweater, cardigan, or vest with mandatory school logo, purchased through Lands' End, or an Oak Hall letterman jacket.
- Oak Hall crewneck sweatshirts may be purchased through the school store. A uniform shirt with a collar must be worn underneath sweatshirts.
- No hooded sweatshirts or trench coats permitted.
- Raincoats may be worn outside in inclement weather but must be removed upon entering the classroom.

Spirit Day Attire (Every Friday)

- **Oak Hall t-shirts purchased through the school store or received through an Oak Hall team or club, may be worn on Fridays.**
- **Spirit Day bottoms should consist of uniform bottoms or jeans (no rips).**
- **Leggings, tights, athletic shorts, and ripped jeans ARE NOT PERMITTED.**

If a student is out of uniform, they will be issued a 30 minute before school detention. If a student is out of uniform for a second time, they must acquire proper attire before returning to class.

Acceptable Electronic Use Policy

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

Administration of Medicine

Students are not allowed to carry any form of medication, prescribed or unprescribed, unless authorized by a physician as deemed necessary, as in the case of an Epi Pen. The following items are available in the Division Offices/Clinic: Ibuprofen (Motrin, Advil), Acetaminophen (Tylenol), Tums, Cough Drops, Neosporin (cream/ointment), Hydrocortisone 1%, Sterile Eye Wash, and Hydrogen Peroxide. If a parent/guardian has authorized administration of a said

medicine, it will be provided based on the recommended dose on bottle. If not authorized, the parent/guardian will be contacted. If a student has allergies/medical concerns that require a daily or ad hoc administration, a Medicine Authorization-Other form must be completed and turned in with the medicine to the Division Office/Clinic. The student will then report to the Division Office for distribution. If a student has allergies/medical concerns that require an Epi-Pen, a Plan of Action form and Medicine Authorization-EpiPen must be completed and turned in with medicine to the Division Office/Clinic. No student should obtain medicine from another student and/or Oak Hall Staff/Faculty. If changes to prior medical information occur during the year, please provide updated forms to your student's Division Office/Clinic as soon as possible.

Canvas

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

Cleanliness and Litter

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

Interpersonal Relationships

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

Lockers and Book Bags

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

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

Book bags are never to be left in the hallways, as dictated by fire regulations. Book bags left in

the hall will be removed. Athletic bags and equipment must be placed in gym lockers or outside shelves during the school day.

Automobiles and Parking

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

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

Parents 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.** Parking for all school events should be confined to parking lots only. Please do not park in the circle or on the grass in the circle.

Students should not leave cars on campus overnight or over a weekend. We cannot guarantee their security, and cars left unattended are at risk. Oak Hall School does not carry insurance which covers vandalism in the parking lot.

Inspection Policy

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

Rules for 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 parents immediately and require his/her parents 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.

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 of time. Students are reminded that leaving campus without permission is a serious violation of school rules.

Community Service

Oak Hall students are required to complete 40 hours of community service in order to graduate. Students should complete at least 10 service hours per year to remain on track for graduation. Service hours must be recorded on the service learning form and submitted before the end of each semester to Kristin Wilson, Service Learning Coordinator.

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.

**Rotating Schedule
2019-2020**

Monday	Tuesday	Friday	TIME
A	A	A	8:30-9:20
B	B	B	9:23-10:13
C	C	C	10:16-11:06
Assembly	Assembly	Assembly	11:09-11:19
D	D	D	11:22-12:12
Lunch	Lunch	Lunch	12:12-12:54
E	E	E	12:54-1:44
F	G	F	1:47-2:37
G	F	G	2:40-3:30

Wednesday	Thursday	TIME
A	E	8:30-10:00
B	FLEX	10:03-11:33
LUNCH	LUNCH	11:36-12:24
C	G	12:27-1:57
D	F	2:00-3:30

UPPER SCHOOL

PEP RALLY AND ASSEMBLY SCHEDULES

PLEASE NOTE: STUDENTS SHOULD NOT ARRIVE ON CAMPUS BEFORE
7:30 A.M. TO ENSURE SAFETY AND SUPERVISION.

UPPER SCHOOL	
PEP RALLY SCHEDULE	
46 min classes; 10 min assembly; 34 min lunch; 30 min pep rally	
A Period	8:30-9:16
B Period	9:19-10:05
C Period	10:08-10:54
Assembly/Advisory	10:57-11:07
D Period	11:10-11:56
Lunch	11:56-12:30
E Period	12:33-1:19
F Period	1:22-2:08
G Period	2:11-2:57
Pep Rally	3:00-3:30

UPPER SCHOOL	
ASSEMBLY SCHEDULE (M,T,F)	
46 min classes; 37 min lunch; 40 min assembly	
A Period	8:30-9:16
B Period	9:19-10:05
Assembly/Advisory	10:08-10:48
C Period	10:51-11:37
D Period	11:40-12:26
Lunch	12:26-1:03
E Period	1:06-1:52
F Period	1:55-2:41
G Period	2:44-3:30

This Handbook may be revised at any time by the school.
This revision occurred 10 August 2018.