



HOLLAND HALL

MIDDLE SCHOOL

**2023-2024
STUDENT/PARENT
HANDBOOK**

MISSION STATEMENT

Holland Hall provides a challenging, comprehensive educational experience grounded in a rigorous liberal arts, college preparatory curriculum that promotes critical thinking and life-long learning. A PreK-12 Episcopal school, we seek to foster in each student a strong moral foundation and a deep sense of social responsibility.

DIVERSITY AND INCLUSIVITY

“Strive for justice and peace among all people and respect the dignity of every human being.” —
Episcopal Baptismal Covenant

An exceptional educational experience involves celebrating the differences among us. While Holland Hall students are well-prepared for the academic rigors of college, they also take with them what they have learned from their peers — a student body made up of various religious, ethnic, racial, socioeconomic, and other types of backgrounds. As a result, they are ready to lead in the growing number of multicultural settings that await in college and beyond.

The ultimate goal is for every student, faculty member, and family to feel complete ownership in their school community. To help move us toward that end, Holland Hall has a formal statement of diversity and inclusivity adopted by its Board of Trustees.

Diversity and Inclusion Statement

A culture of inclusion is essential to the mission of an Episcopal school with the Church’s history of passionate advocacy for social justice and human unity. The skills of multiculturalism are essential to the depth of students’ learning and their ability to participate in our interconnected world. We employ these skills to drive academic excellence, embolden students to embrace their own identities, and foster appreciation for the differences of others. We welcome and strive to integrate varying family structures, socio-economic backgrounds, genders, ethnicities, sexual identities, religions, races, and physical and cognitive capabilities. In every aspect of school life, Holland Hall commits to teaching and challenging our community to discard stereotypes, embrace inclusion, and practice radical empathy.

Diversity and Inclusion statement approved by Holland Hall Board of Trustees, April 2016.

WHO CAN ANSWER YOUR QUESTIONS

Holland Hall Community Directory

For faculty extension numbers or other contact information, please refer to the online Directory on the Parent Portal, gotohh.org/parentportal.

Advisor

Each student in the Middle School is assigned to an advisor. Advisors provide guidance for students in all areas of school life. They serve as an advocate for students with other members of the faculty and administration. They serve as a liaison between family and school. There are designated times throughout the six-day cycle for students to meet with their advisor. Advisory groups will engage in activities and discussions focused on team building, wellness, organization, leadership, and other meaningful and pertinent topics. Advisors will conduct formal family conferences two times during the school year, once in the fall and once in the spring. Advisor requests must be made by mid May for the upcoming year and Advisor assignments will be posted on the Parent Portal in late summer.

Head of School

JP Culley: Mr. Culley is ultimately responsible for every aspect of the operation and management of the school. While his office is at the Upper School, he makes frequent and regular visits to the Middle School.

Head of Middle School

Jennifer White: Mrs. White oversees all aspects of the Middle School program. She can answer any questions that cannot be answered by your advisor. Mrs. White meets with grade level teams of teachers on a regular basis to discuss the progress of individual students as well as programming. She also meets once a month with the Middle School Parents' Association.

Dean of Students

Brian Thompson: As Dean of Students, Mr. Thompson plays an important role in student life. In conjunction with the Head of Middle School, he plays a vital role in maintaining a positive tone in the Middle School.

Counselors

Ryan Myers, Grades 7/8

Cassie Gray, Grades 4/5/6

The counselors play an equally important role in the support of students developing a healthy mindset and identity. They are available as resources for parents as well.

Chaplain

Christy Utter: The Chaplain oversees weekly Chapel services for the entire middle school community, teaches Religious Education for 4th, 5th, and 7th grades, and provides support to students, faculty, and families as needed throughout the school year. Chaplain Utter also oversees and plans the Advisory and House programs.

Nurse

Kathleen Alabbasi: Ms. Alabbasi is the Director of Health Services and supervises the overall health needs of all three divisions while also being available to middle school students throughout the school days.

Assistant to Head of Middle School/Receptionist

Kelly Danner: Mrs. Danner can help you with textbooks, making an appointment with Mrs. White, and student records. She can answer many questions about the calendar, the program and the schedule. She is also the person to call when your child is absent. *Please use Schoology to see all assignments missed.* She can also get important messages to students and faculty during the day, but please give her a reasonable amount of time to do so. See Mrs. Danner for all debit card assistance.

Director of Academic Support

Gina Johnson: Mrs. Johnson coordinates academic support for Middle School students and faculty. She teams with our learning specialists and faculty to provide the multiple layers of support offered. These layers include After School Study Hall, Peer Tutoring, the Language Arts Strategies course, and internal/external tutoring. Please contact Mrs. Johnson if you have any questions regarding any level of support you feel your child may benefit from receiving.

Literacy Specialist

Tatum Burns: Ms. Burns is a literacy specialist for Holland Hall. She will be working with students and teachers with all literacy needs.

Middle School Athletic Coordinator

Crystal Lawson: Coach Lawson oversees Physical Education for 4th-8th grade students and Athletics for 7th and 8th grade students. For the middle school, she is responsible for coordinating the schedules, coaching assignments, and athletic facility use. She works closely with Mr. Steve Heldebrand, Athletic Director.

Director of Enrollment Management

Justin Butler: Mr. Butler arranges tours for interested families, shadow days for prospective students, and Welcome Wednesdays once per month. Mr. Butler is responsible for the testing and screening of student candidates. He is able to address any questions about admission or financial aid. The Admission Office is located at the Upper School.

PROGRAMS

Academic Program

In the Middle School, all students are enrolled in Social Studies, English/Language Arts, Science, Math, Physical Education, Fine Arts electives, and Music classes. In 4th grade, Language Arts will be split into two classes, Reading and Writing. Students in 4th and 5th grades are exposed to Spanish and French in an exploratory manner, spending approximately 10 weeks in each language. Students in 6th-8th grades select to study Spanish or French as a core academic class.

Advisor and House System

Each middle school student at Holland Hall is assigned a grade level advisor. Advisory groups are made up of 10-17 grade level students and meet several times each week. The Advisor becomes a trusted figure and is an advocate for the student in all facets of school life. The purposes of the Middle School Advisory Program center on Student Development (to increase self-awareness as an academic learner, to increase self awareness, to improve communication skills, and to support social-emotional wellness), Sense of Belonging (to give students a sense of belonging in the community and promote a fun, safe, student-centered environment.), and Family Communication/Community Building (to disperse school announcements/information and guide activities/discussion with students as well as to collect and distribute all relevant student-school information and maintain a academic and growth file for each advisee and establish open communication with parents). Advisor requests for the school year may be made by parents before mid May each year, efforts to honor those requests will be made but cannot be promised.

Beginning in 2023-2024, we will also establish a House System. Students will be assigned to one of eight Houses that will be multi grade level.

After School Activities

Teachers will be available to work with students for tutorial time from 3:15-3:45 p.m. if it is arranged with the teacher by the student or parent.

Sports events and other extracurricular activities (such as clubs) increase during Middle School years. Students will be supervised if involved in those activities.

Students should not plan on staying on campus unsupervised, waiting for an activity or transportation. If a student has not been picked up on time or is unsupervised after dismissal, he/she will be sent to After-School Care.

Arts Program

The Fine Arts Program in the Middle School is made up of Music, Visual Arts, and Drama. Each component offers opportunities through both curricular and extracurricular activities. At the end of each semester, art shows for 4th-8th grades will occur, 6th-8th grade ensembles will perform in the Branch Theatre, and 4th and 5th grade music programs will occur. ***Students are required to participate.***

Athletic Program

Students in 7th and 8th grades are enrolled in Physical Education but are encouraged to participate in athletics in place of PE each of 3 seasons in the school year. Holland Hall is part of the Oklahoma Secondary School Activities Association (OSSAA). Students in 4th-6th grades participate in Physical Education classes during the school day.

Before and After School Care

Students may enter the middle school building at 7:45 a.m. If a student arrives at school before that time, he/she will need to report to The Tandy for Before-School Care. Students who must be routinely dropped off before 7:45 a.m. will need to be enrolled in Before-School Care, which begins at 7 a.m. Parents will be charged a fee for Before-School Care.

After-School Care is offered daily in The Tandy and is open to all middle school students who must remain after school hours. Students who have not been picked up in a 15-minute dismissal window (unless they are attending a faculty supervised club, athletic event, or a pre arranged tutorial time with a teacher) will be taken to After-School Care. This program is available until 6:00 p.m. Parents will be charged a fee for After-School Care.

Clubs

Holland Hall's curriculum is supplemented by activities, clubs, and organizations designed to help students become involved in school life outside the classroom. Students are encouraged to participate in these organizations. Club offerings for the school year will be announced to students and will be posted on the Holland Hall website by the third week of school.

Community Service

The Community Service Program in the Middle School is an extension of the school's mission to foster in every student a deep sense of social responsibility. Giving time and service to your community is a life skill that we value and strive to teach and model. Various opportunities exist for students to give to their community. In the holiday season, each Advisory or Grade Level participates in a service project for a local community need. In the spring, the entire middle school student body participates in Day of Service with students going out into the greater Tulsa community to serve at various organizations.

Religious Program

Holland Hall is affiliated with the Episcopal Church, which provides a framework for our relationships with one another and for our efforts to develop in our students a sense of self-awareness, responsibility and commitment. The church supplies the Judeo-Christian heritage that underlies Holland Hall's value system. We have a community in which each member is respected as a unique and valuable person. It is our intent to offer a broad liberal arts program that encourages a free exploration of ideas while providing an atmosphere that enables students to maintain and develop their own religious views and personal values. **Chapel** services occur regularly during the school year on Monday mornings to enhance and celebrate values consistent with the school's mission. ***It is expected that everyone will attend.***

Academic Support

In the middle school, we provide a tiered approach to supporting our students:

1. First and foremost, any student who is struggling should schedule time to visit with his/her teacher. This one-on-one help session can take place at 7:45 a.m., during lunch or recess, during study hall, or after school. Students (or parents) should coordinate this extra help ahead of time with the classroom teacher.
2. Learning Specialists will be in classrooms supporting students as needed and working closely with teachers on a regular basis. If a student shows a need for support, they may be supported in the classroom, as a small group or individual pull out from class, during study halls, and before or after school.
3. On specific days after school, there is an After School Study Hall supervised by our faculty and learning support specialists. Teachers will recommend After School Study Hall when they see a

need. This is a structured environment designed to monitor a student's approach to task, pacing, previewing and other necessary academic skills.

4. As another tier of support, our Learning Specialists and teachers can coordinate an upper school peer tutor to work one on one or in small groups with a student, this can take place during a study hall or before or after school.
5. If all of the above do not provide adequate support, it is possible that the educational team will recommend a one-on-one outside of school tutor.

It is our hope that with all of the above supports available, families will not need to pay for an outside tutor. If your child is tutoring with someone, please be in touch with Gina Johnson.

Wellness Programs

Holland Hall conducts age appropriate wellness programs, which address issues of kindness, inclusivity, personal health, healthy relationships, digital citizenship, drug/alcohol education, growth/development, and sex education. From time to time, speakers on topics relevant to wellness issues are brought to the school for the benefit of students and parents.

MIDDLE SCHOOL FACILITIES

Classrooms

Classrooms are normally open from 7:45 a.m. to 3:45 p.m.

For security purposes, all gym and academic building doors will be locked at 4:00 p.m.

Fields and Courts

Our campus contains 162 acres of woods, fields, ponds, tennis courts, etc. While there are many planned activities that take advantage of our facilities, for their own safety, Middle School students should not leave the immediate area of the Middle School without an adult.

At night football games, parents should accompany Middle School students. Students should stay on the home side of the field. Entering the wooded areas or crossing the bridge to the unlighted side of the campus by the baseball field is prohibited.

Gymnasium

The gymnasium is used for physical education classes, certain athletic contests and special events. Students should not enter without adult supervision. We ask that students wear non-marking shoes when participating in PE, athletics, or other activities in the gym.

Library

Our Middle School library welcomes students daily from 7:45 a.m. until 3:15 p.m.. The library is a place where students can access resources, collaborate on research projects or find a quiet space to study or read. The Middle School library maintains an outstanding, dynamic and diverse collection of resources including books, periodicals, reference materials, CDs, DVDs, desktop computers and other technology related materials. The library web page highlights unique monthly book displays, recommended and summer book lists, and numerous helpful links to websites, the online catalog, subscription databases and digital resources essential for research assignments, all accessible to students remotely with their six digit student i.d. number. Students learn to access and use resources responsibly and return them when due. Students are required to pay for any lost or damaged resources at the end of the year.

Lockers

4th Grade students are assigned cubbies in the 4th grade pod. 5th-8th Grade students are assigned hall lockers. ***We recommend that students not bring valuable items to school.*** If it is necessary to do so, students are strongly encouraged to check such items in with their advisor.

GENERAL LOCKER RULES:

1. Do not enter another student's locker.
2. Do not apply stickers or decals or deface the inside or outside of the locker.
3. Please do not leave perishable food items in lockers overnight.

POLICIES AND PROCEDURES

ACADEMICS

Grades

4th-graders ***do not receive semester grades.*** Individual quizzes, papers, and tests are graded.

5th-8th grade students will receive grades, they will be posted on mid semester report cards and on semester end reports.

Students will receive two progress reports with comments per year, both mid semester. With input from all teachers, these reports will include advisor comments, benchmarks, student goals, student reflections, summary comments, highlights, areas of success, and targeted areas for growth. Advisors will hold student-led conferences at those midterm times as well. Comments may also be written at other times throughout the year that would indicate a noticeable change in performance. Grades are derived from performance in class work, homework, quizzes, tests, papers, and projects.

Numerical Value of Letter Grades

A+ (97-100)	B+ (87-89)	C+ (77-79)	D+ (67-69)	F (< 60)
A (93-96)	B (83-86)	C (73-76)	D (63-66)	
A- (90-92)	B- (80-82)	C- (70-72)	D- (60-62)	

Semester and Final Grades

In fifth grade, the first and second semesters will be equal to 50% of the final grade. No final exams are given. In sixth through eighth grades, the first and second semesters will be equal to 45% with final exams in 6th, 7th, and 8th grades worth 10% of the final grade.

Conferences

Two student-led conferences are scheduled each year — one in the fall and one in the spring. In addition to these two designated days, parents may request a conference with the advisor or a teacher at any time.

Academic Honesty

Academic honesty is taken seriously at Holland Hall. Incidents of plagiarism, collusion, or other forms of cheating will be referred to the Dean of Students who may then refer them to the Head of Middle School. In any case of plagiarism, collusion, or other forms of cheating, it is up to the teacher to decide how the assignment will be assessed. All second offenses, even if minor, will result in disciplinary measures (this includes the possibility of assigning a zero for the work) and parents will be notified.

Holland Hall uses the following definition of plagiarism: Plagiarism is a form of deception – the borrowing or stealing of someone else’s ideas or words and the presentation of them as one’s own. This definition includes theft from books, articles, and electronic sources such as the Internet, as well as the copying of another student’s class work or homework. When a student provides his/her work for another to use, this will be pursued as a disciplinary matter due to the academic dishonesty displayed in such an action.

Middle School Honor Rolls

There are two Honor Rolls for students in grades 6, 7 and 8. Both are determined by the final grades of the school year and no student with a grade below a “B-” is eligible. The “**A” Honor Roll** is for those students who have earned an “A” (90-100%) in each academic subject. The “**A/B” Honor Roll** is for those students who have earned an “A” (90-100%) in a majority of academic subjects.

Academic Hold/Probation

We believe that middle school is a time when all students should learn to find success in their academics. When performance indicates that this might not be happening, a student support team will work with the family to find solutions that will help the student. If a student ends a semester with 1 F or 2 or more Ds in academic classes, he/she may be placed on Academic Probation for the upcoming semester. Being on academic hold means that when contracts are issued in February, we will hold the contract until we are confident the student will meet academic expectations. If, after one semester, academic expectations are not met, the student may continue on Academic Hold, move to a Probationary Period, or work with the support team to find a school that can meet the students’ needs.

Grades and OSSAA Eligibility (7th/8th)

The seventh and eighth grade faculty of Holland Hall reports failing grades to the administration on a weekly basis starting the third week of school. If a student is failing a class, s(he) will first be placed on probation for a week. If the student is failing any class after that probationary period, s(he) will be ineligible to participate in after school activities from the following Sunday to Saturday.

Homework

Teachers assign appropriate levels of homework designed to support and enrich the topics covered in class. Students may find that homework is not assigned every day in every class. Nonetheless, it is important for students to learn to be accountable for work to be completed outside of a regular class period. Assignments will not only strengthen skills learned in class and encourage sound study habits; they will also allow students to explore subjects in greater detail.

Late Work

Due dates for homework, projects, and tests are determined at the teachers’ discretion. When students are in regular attendance, it is their responsibility to make sure they meet these deadlines set by teachers.

It is the student’s responsibility to collect work from their teachers ahead of time that is missed due to athletic competitions or other planned absences. Students are asked to complete a *Planned Absence Form* when they anticipate missing school. Therefore, students are not given extra time to complete work missed due to these absences, all work is due digitally while away or upon return. Students should also be fully prepared for any assessments scheduled.

When a student has an excused absence with an allowance for extension on due dates, the teacher will provide the same amount of days the student was absent to turn in late work due during the absence. Individual circumstances will be considered by teachers when appropriate to adjust due dates. It is the responsibility of the student to communicate with the teachers.

In situations where students do not turn in work on time, the following procedures apply:

- For small, nightly homework assignments with no absences to be considered, no late credit will be given and students will not receive credit for these missed assignments.
- For larger assignments and/or longer term work, 10% deduction for each academic day the work is late may be applied.
- For long-term projects in which significant class time was provided for the completion of the project, ***the student may receive a zero for not completing the work if not turned in by the assigned date.***

Academic Support

Holland Hall seeks to meet the individual needs of its students. In many cases a student may have average to superior ability, but encounter learning difficulties affecting their classroom performance.

In the middle school, we provide a tiered approach to supporting our students:

1. First and foremost, any student who is struggling should schedule time to visit with his/her teacher. This one-on-one help session can take place at 7:45 a.m., during lunch or recess, during study hall, or after school. Students (or parents) should coordinate this extra help ahead of time with the classroom teacher.
2. Learning Specialists will be in classrooms supporting students as needed and working closely with teachers on a regular basis. If a student shows a need for support, they may be supported in the classroom, as a small group or individual pull out from class, during study halls, and before or after school.
3. On specific days after school, there is an After School Study Hall supervised by our faculty and learning support specialists. Teachers will recommend After School Study Hall when they see a need. This is a structured environment designed to monitor a student's approach to task, pacing, previewing and other necessary academic skills.
4. As another tier of support, our Learning Specialists and teachers can coordinate an upper school peer tutor to work one on one or in small groups with a student, this can take place during a study hall or before or after school.
5. If all of the above do not provide adequate support, it is possible that the educational team will recommend a one-on-one outside of school tutor.

Tutoring - It is our hope that with all of the above supports available, families will not need to pay for an outside tutor. If your child is tutoring with someone, please be in touch with Gina Johnson. Teachers may not receive pay for providing extra help to their own students.

If the school has an outside evaluation report for a student, a Learning Assistance Plan (LAP) outlining individual student accommodations is written, reviewed yearly, and shared with parents and teachers. In order to continue to receive accommodations, students will be required to have updated evaluations (4 years) on file. The potential for improved academic performance exists when the student, parents and educational team work together to address the student's learning profile. If there should come a time, when, even with support, the student is unable to succeed, the school would then counsel with the parents about the appropriateness of our program for the student.

Schoology

Schoology is the learning management system used at Holland Hall, newly adopted Fall 2022. This is an online page on which teachers post assignments, resources for their classes, announcements, and keep their gradebooks. Students have a login and are able to view assignments, resources, and grades for the classes in which he/she is enrolled. Parents also have a login and are able to view class information.

Email Accounts

All middle school students have an official Holland Hall email account. These emails are for school purposes only and students are asked to check these regularly as important information will be sent to these email addresses.

PHYSICAL EDUCATION AND ATHLETIC INFORMATION

Uniforms

4th-6th Grades - 4th and 5th grade students do not change out of their school uniform for PE. For 6th grade students, any black gym shorts (these do not have to be HH) and any Holland Hall t-shirt are required. Items may be purchased from C & J School Uniforms located at [4984 S. Memorial](#) in the Fontana Shopping Center OR from the Dutch Zone.

All students must wear athletic shoes during PE class. *They do not have to be different from the shoes they wear to school, as long as they are wearing athletic shoes. If not wearing athletic shoes to school, students are expected to bring a pair to change into before PE class.*

7th-8th Grades - Students should talk to their individual coaches before purchasing clothes for PE and/or Athletics. Practice attire will vary by sport.

Lockers

Gym lockers are assigned to all 7th and 8th Middle School students. 7th and 8th grade students are given the opportunity to check out a lock, but are not required. It is highly encouraged to check out a lock if the student plans on keeping their belongings in their locker overnight.

6th grade students will change into PE clothes but will be asked to bring a small bag in which to transport their clothes daily rather than use a locker.

Course Requirements

4th/5th/6th Grade students take P.E. class daily.

7th-8th Grade students are enrolled in Physical Education but are encouraged to participate in a competitive athletic event each season. Prior to each sports season, announcements will be made about how to sign up and some teams will have tryouts. If a student is on an athletic team, this will take the place of the Physical Education class. Passing grades are required for promotion. Students are expected to honor Holland Hall athletic commitments over those of outside athletic programs.

P.E./Sports Excuses

To be excused from actively participating in Physical Education or Athletics, a child must have a note. If the excuse is for more than two days it should be a doctor's note. These notes are to be in writing and turned in to the Nurse. If this procedure is not followed, the student is expected to participate in activities.

Dismissal on Game Days

Because teams do not hold practice on days when athletic contests are scheduled, we are able to offer two options for student pick-up on game days:

- Regular pick-up by 3:15 p.m. - Supervised study hall during the athletic period.
- Pick-up at 2:25 p.m. - Students are free to go home and return at the time designated by his or her coach. This option allows time for rest and/or homework at home, but students must be prompt in returning at the specified time.

Concussion Protocol

Concussions can occur during sports, physical education, on the playground, or in the classroom. A concussion is caused by a bump, blow, or jolt to the head. Proper recognition and response to concussion can prevent further injury and help with recovery. School employees will contact one of the school nurses or the Athletic Trainer if a student has had a forceful blow to the head or to the body that results in rapid movement of the head. There are many signs and symptoms of a concussion. Concussion symptoms may appear minutes, hours or days after the initial injury. Symptoms may be physical, emotional, behavioral, or cognitive. Parents and employees should familiarize themselves with Holland Hall's Post-concussion Return-to-Learn Protocol [HERE](#).

ATTENDANCE

Holland Hall deems attendance and punctuality for all school commitments as important. Regular attendance is a critical component in the educational experience of every student at Holland Hall. In order to fully master concepts and skills covered throughout the year, and to receive full credit for an academic year, students need to be present and on time for the vast majority (90%) of class time.

When a student accumulates more than 8 "unexcused" absences (this includes sick days and non-school related trips), we become concerned with learning and progress. When a student nears this limit, an attendance review with the student, parents, student's advisor, Dean of Students, and/or Branch Head will be convened to determine a future path for being successful at Holland Hall. We recognize that there are many extenuating circumstances resulting in an exception and we ask that you communicate with us if the need arises.

Unexcused and Excused Absences

Excused absences will not count toward the 8 day limit of absences. Excused absences only include *school sponsored activities, religious holidays, family emergencies, funerals, weddings of close family members, honorary situations (to receive an award, to perform at a special event), approved academic and service events, and approved sports events for those in alternative sports*. Excused absences must be communicated to the Middle School Office.

All other absences, unless deemed by the Branch Head to be an extenuating circumstance, will be counted as **unexcused**.

Planned Absences

- Students in Middle and Upper Schools need to communicate with child's advisor and Branch Assistant the dates of these planned absences by completing a planned absence form.
- Students are required to communicate with each teacher to find out what work will need to be completed and turned in upon return, the child's advisor will provide a form on which to track all

make- up work and due dates. It is expected that students return to school with all work completed and any missed assessment scheduled in a timely manner.

Absences Due to Illness

It is the responsibility of the parent to inform the Branch Office before 8:15 a.m. if a student is ill.

For short absences (1-3 days), students/parents are responsible for calling classmates, checking assignments on PowerSchool Learning, and/or contacting their teachers to find out about missed work.

If a student is absent for a prolonged period of time (more than three (3) days), parent(s) should contact the student's advisor and the Dean of Students to help to arrange for collecting and making up work.

When the student returns to school, a doctor's note is required. As a general rule, students will be allowed one day per day missed to make up all assignments and assessments.

Tardies

- Being punctual is an important life skill that we strive to teach our students. Arriving on time and being prepared to learn and engage in activities are expectations at Holland Hall.
- Regardless of reason, if a student is late for school, the student is required to check in with Branch Assistant upon arrival to receive a pass to class. A pattern of tardies will be addressed by the Dean of Students in conjunction with the Branch Head. If the pattern continues, consequences could be put in place such as detention or reduced credit for work missed due to being tardy.

Leaving School During the School Day

Elective medical or dental appointments should be scheduled outside the school day. In the event that a school day appointment is unavoidable, students must sign out with Branch Assistants prior to leaving and sign back in upon returning to campus. Upon return, students are required to present a medical excuse note from the doctor.

School Closing Notice

In the event of inclement weather, Holland Hall will choose from one of the following four options:

1. Close, school not in session
2. Open, school in session
3. Late start, school begins at 10 a.m.
4. If already in session, dismiss early.

The school will notify the community of its status (closed, open, late start or early dismissal) by text, email or through the school's website. The information will then be submitted to the following media outlets – KOTV, KTUL, KJRH and FOX 23 as well as radio station KRMG. Once school has been canceled, please continue to check the school's website for updated information.

To ensure that you will get texts and emails, make sure to update your contact information in the Parent Portal of PCR (gotohh.org/parentportal).

Late Start:

In the event of a late start, school will begin at 10 a.m. for all branches. There will be no bus service; parents must arrange transportation.

Early Dismissal:

If school is in session and we need to dismiss early, parents must arrange to have their children picked up as soon as possible following such notice. Upper School students will be dismissed first in order to

facilitate any carpooling that is necessary. Children in the Primary and Middle schools (preschool-grade 6) not picked up immediately will remain with their teachers. Seventh and eighth grade students not picked up will be asked to remain in the Middle School Refectory.

Holland Hall community members should always put safety first when traveling during inclement weather. The school relies on the parents to make the decision as to whether a student can safely come to school on time, or at all, or whether the student should leave school early if icy weather conditions threaten. If conditions in your area are such that you cannot come to school, please call your branch office as early as possible.

DRESS CODE

The purpose of the school uniform is to combine neatness and consistency with practicality and economy. Holland Hall would like students to focus attention on their academic work and school activities. Uniform dress helps to eliminate the distractions of appearance from these purposes. Detailed dress requirements are available on the Holland Hall website. Students should be dressed in accordance with the dress code upon arrival to school. C&J Uniforms or Lands' End are options for purchasing uniform items.

Middle School Dress Code Requirements 2023-2024

It is expected that Holland Hall students will be neat, clean and appropriate in their dress on campus or when participating in a school function off campus with all dress code requirements adhered to. Hats are not permitted to be worn in any building on campus.

<i>Girls Grades 4-8</i>	
<i>Shirts</i>	<i>Navy short-sleeved collared pique knit shirt with embroidered Holland Hall current logo (no Crest) on left chest through C & J School Uniforms or Lands End. Gray and Cardinal may be worn through the 2023-2024 school year, not beyond. Plain white t-shirts or white long sleeve shirt may be worn under uniform shirt.</i>
<i>Jumpers, Skirts, Skorts</i>	<i>Plaid, khaki, or navy skirt or skort on the Holland Hall-approved list through C & J School Uniforms or Lands' End. Any shorts worn under skirt must be shorter than the skirt.</i>
<i>Pants, Shorts</i>	<i>Walking shorts in khaki or navy shorts and pants.</i>
<i>Sweaters</i>	<i>Navy or black sweater with HH logo available through C & J School Uniforms or Lands' End.</i>
<i>Sweatshirts Outerwear</i>	<i>Any sweatshirt, hoodie or jacket in black, white, gray, cardinal red or Columbia blue with the official Holland Hall logo and sold through the athletic department, Dutch Zone, C&J School Uniforms or Lands' End. Holland Hall sweatshirts in any other color can only be worn on Dutch Days. All outerwear must be worn over a uniform shirt.</i>
<i>Gym P.E.</i>	<i><u>Grade 4 & 5</u> - Students do not change clothing for P.E. <u>Grade 6</u> - Any Holland Hall t-shirts and any black athletic shorts. <u>Grades 7-8</u> - Practice clothing is determined by individual coaches.</i>

<i>Socks Tights</i>	<i>Socks are required. Solid, dark-colored tights or leggings are permitted under skirts.</i>
<i>Shoes</i>	<i>Any flat athletic shoe or brown/black loafer with closed toes and heels. Athletic shoes must be worn for PE classes.</i>

<i>Boys Grades 4-8</i>	
<i>Shirts</i>	<i>Navy short-sleeved collared pique knit shirt with embroidered Holland Hall current logo (no Crest) on left chest through C & J School Uniforms or Lands End. Gray and Cardinal may be work through the 2023-2024 school year, not beyond. Plain white t-shirts or white long sleeve shirt may be worn under uniform shirt.</i>
<i>Pants, Shorts</i>	<i>Any khaki or navy dress pant or short with a plain brown or black belt.</i>
<i>Sweaters</i>	<i>Navy or black sweater with HH logo available through C & J School Uniforms or Lands' End.</i>
<i>Sweatshirts Outerwear</i>	<i>Any sweatshirt, hoodie or jacket in black, white, gray, cardinal red or Columbia blue with the official Holland Hall logo and sold through the athletic department, Dutch Zone, C&J School Uniforms or Lands' End. Holland Hall sweatshirts in any other color can only be worn on Dutch Days. All outerwear must be worn over a uniform shirt.</i>
<i>Gym P.E.</i>	<i><u>Grade 4 & 5</u> - Students do not change clothing for P.E. <u>Grade 6</u> - Any Holland Hall t-shirts and any black athletic shorts. <u>Grades 7-8</u> - Practice clothing is determined by individual coaches.</i>
<i>Socks</i>	<i>Socks (no higher than mid-calf) are required. Dark, solid colored tights and leggings are permitted under shorts.</i>
<i>Shoes</i>	<i>Any flat athletic shoe or brown/black loafer with closed toes and heels. Athletic shoes must be worn for PE classes.</i>

Free Dress Day

Free dress is a privilege that will be awarded at the discretion of the Head of School. On such days, students may wear non-uniform clothing that is neat and meets the requirements of good taste and modesty appropriate for the school setting. Clothing with suggestive language or images is prohibited. In addition, any clothing that advertises, endorses, or encourages the use of alcohol, drugs, or tobacco is not permitted. The Advisor, Deans of Students and/or Head of Middle School will determine if clothing is appropriate should the need arise.

Dutch Days

Every Friday at Holland Hall is a Dutch Day. Students and faculty are encouraged to show their school spirit and pride by wearing Holland Hall Dutch shirts — **ONLY shirts purchased in athletics or at the Dutch Zone are to be worn**. Jeans (non-ripped) or other non-athletic bottoms are permissible.

DISCIPLINE

Standards of Conduct

How a school chooses to hold its students accountable for meeting expectations and norms of behavior says a great deal about its culture and reflects on the community's overall view of education. Holland Hall is built on initiating and nurturing positive relationships. It is within those relationships and in the resulting relational trust that Holland Hall creates such a distinctive experience for our students. Therefore, it is logical for us to adopt a relationship-based model that addresses accountability and fosters personal growth in order for us to maintain those healthy partnerships.

As a school community, we promote and value student leadership. In asking students to engage as active participants in their own learning, we seek to empower and equip them with experiences that will ultimately enhance their decision-making opportunities. Just as we value this approach in academics, arts, and athletics, we view this as similarly valid for disciplinary concerns. Regardless of the medium, students will make mistakes, and they should also be given the opportunity to learn from them.

Therefore, we believe it to be educationally productive for a student to explore and help choose better behavioral options for themselves with the guidance of an experienced adult. Thus, we hope to enable this approach by adopting a model that revolves around a concept of reminding students of their responsibilities, expectations, and relationships within our community. The reminders then will serve as a precursor to conversations with students to assist them in better decision-making.

When a minor infraction occurs, a conversation between student and an adult (teacher, dean, counselor) will occur. These might include: uniform violations, eating in restricted areas, being on cell phone during the school day, or arriving late to class, just to name a few. If deemed appropriate, a student may be assigned a detention. Lunch detention will be supervised by a faculty member and will serve the purpose of giving a time out away from peers as well as time for the student to reflect on how to make better decisions. When a pattern develops with behaviors, decision making, or a series of detentions, the Dean of Students will communicate accordingly with the student and parents. If the frequency continues, the Head of Middle School will become involved and a parent meeting may be requested. Disciplinary action may be taken when behavior patterns warrant.

Some behaviors warrant immediate consequences, such as more serious infractions, overall disrespect of members of our community, or disruption of the learning environment. These consequences can include detention, suspension, or separation from school. In these instances, discipline situations will be handled directly by the Dean of Students, Head of Middle School, and/or Head of School. Parents will be notified if an issue of great concern arises.

Harassment and Bullying/Cyber Bullying

Any form of harassment or bullying will not be tolerated at our school. Any student who believes that he/she has been bullied or harassed is expected to immediately report the incident to the Dean of Students,

Counselor, Head of Middle School, or other faculty member. Following a complaint of bullying or harassment, the school will conduct investigations as necessary to appropriately respond to the complaint and ensure that no further harassment or retaliation occurs. Complaints will be maintained in confidence to the extent possible considering the school's obligation to take appropriate responsive action. *Please remember it is important for the student who feels bullied to set boundaries with the aggressor.* Any student found to have engaged in harassment and/or bullying shall be subject to appropriate disciplinary actions, which may include suspension or expulsion.

Bullying/Cyber Bullying

Bullying occurs when a student is the target of intentional, repeated negative actions usually in the form of hurtful acts, words or other behavior such as: intimidation including name-calling or threatening behavior; social alienation including shunning or spreading rumors; or physical aggression. Cyber bullying occurs when this behavior occurs on social media or other online platform.

Sexual Harassment

Sexual harassment, whether verbal or physical, is a serious offense. Such behavior does not exemplify the respect for others that Holland Hall aspires to maintain. Disciplinary action in such cases is likely to be direct and serious. Some forms of sexual harassment are considered violations of criminal law or covered by mandatory reporting obligations, and may need to be reported to legal authorities. Students are also protected from any retaliation for making a good faith harassment complaint or for participating in a harassment investigation. Any student with a concern that he or she is being retaliated against should immediately bring it to the attention of the Dean of Students, Division Head, school nurse, or the student's advisor.

Other Forms of Harassment

Other nonsexual harassment may occur when someone tries to humiliate or intimidate another, such as:

- Making racist comments
- Making derogatory comments about religion
- Make cruel personal jokes
- Teasing about sexual orientation

No one should be allowed to harass anyone on the basis of sex/gender, race, color, religion, national origin, disability, sexual orientation, or ethnic background.

Please Note: The regard in which Holland Hall and its students are held in the community at large is necessarily determined, in a large part, by the way in which its students conduct themselves away from the campus. Therefore, conduct on the part of the student while away from school which reflects a disregard of the norms of social behavior expected of a Holland Hall student may, at the school's discretion, also subject the student to suspension, expulsion, or non-renewal of the school's enrollment contract. *The school acknowledges and encourages all families to recognize that there are some behaviors that occur off campus between students that will not elicit a school response.*

Prohibited Conduct, Searches, and Reporting

Weapons, controlled substances, and intoxicants are prohibited on school premises, in any vehicles utilized in connection with school related functions, and at any school sponsored or authorized function.

All students are prohibited from attending school or a school related function under the influence of any controlled substance or intoxicant.

Any administrator, faculty member, or security personnel may detain and search, or authorize the search of any student or property of a student, when the student is on school premises, in transit under the authority of the school, or attending any function sponsored or authorized by the school. Upon suspicion of a policy violation, any student may be detained and searched. Any property in the student's possession in violation of this policy may be preserved. Any student found to be in possession of weapons, controlled substances, intoxicants, or under the influence of controlled substances or intoxicants in violation of this policy may be suspended, dismissed, or subject to other disciplinary action considered appropriate at the exclusive discretion of Holland Hall. A violation of this policy is considered a major infraction and discipline will be addressed in the manner outlined in this Handbook.

No student shall have an expectation of privacy from school administrators or faculty regarding the contents of lockers, desks, computers, cell phones, or other school property. School property may be examined and opened at any time, and no reason shall be necessary for the search.

It is the policy of Holland Hall that all administrators, faculty, and staff members shall report to the Dean of students, Branch Head, or the Head of School any student who is reasonably believed to be under the influence or in the possession of any form of intoxicant or a controlled substance, or in the possession of a weapon. The Dean and/or the Branch Head shall immediately notify the Head of School and the student's parent(s) or legal guardian. The Head of School shall also use discretion in determining if the circumstances are appropriate to report the incident to authorities outside of the school, including court personnel, community substance abuse prevention and treatment personnel, or a law enforcement official.

The following is a list of major infractions that may result in major disciplinary response:

- Dishonesty in any form [See Academic Honesty Policy]
- Any action or behavior that threatens the health and safety of another member of the school community
- Cruel, abusive, or harassing treatment of another person [See Harassment Policy]
- Possession, use, or sale of alcohol, drugs (including prescription drugs), or drug paraphernalia on campus, during school events, or as a guest at another school's event. [See Alcohol and Drug Policy]
- Possession of any tobacco products on campus or during school events or as a guest at another school's event
- Possession of fireworks, firearms, ammunition, knives, or weapons of any kind on campus [See Weapon Free Campus Environment Policy]
- Sexual activity on campus or at school functions
- Creating open flames on campus, unless under direct supervision of a faculty member
- Leaving school grounds during the academic day without specific permission [See Attendance policy]
- Vandalism
- Any action on or off campus that brings discredit or embarrassment to the school community [Conduct unbecoming of a Holland Hall student]
- Inappropriate computer use [See Responsible Use Policy]
- Excessive minor violations
- Possession and/or use of e-cigarettes or vaping paraphernalia

Child Abuse

Actions that between adults may be termed sexual harassment are legally defined as child abuse when imposed by an adult on a minor. Title 10 7102-7105 of the Oklahoma Statutes defines child abuse and neglect as “harm or threatened harm to child’s health, safety, or welfare, including but not limited to non-accidental physical or mental injury, sexual abuse/exploitation or negligent treatment or abandonment.”

Every person in Oklahoma who has reason to believe that a child under 18 has been abused is mandated by law to report suspected abuse. “Failure to report is a misdemeanor” (Title 10 7102-71-5, Oklahoma Statutes).

Child abuse can be subdivided into three areas:

- Physical abuse: non-accidental physical injury; physical neglect: failure on the part of the caretaker to meet the child's basic physical needs;
- Sexual abuse: sexual involvement between a child and an individual who has greater knowledge, authority, power or resources; and
- Psychological abuse: extreme and/or repetitive conduct, which is frightening or intimidating.

Any employee who believes that a Holland Hall parent, student, or other Holland Hall employee has committed child abuse must report this belief to two of the following people: their Branch Head, School Nurse, School Counsleors or the Head of School. If these people are not available, report to the Head of School’s Assistant, or one of the Associate Heads. If there is an instance of imminent danger, call Campus Safety (918-879-4717).

Any report that is required to be made shall take the following steps:

1. After being notified, the Head of School or Designee will make an oral report of the case to the Department of Human Services (DHS - 1800-522-3511). The Reporter or Designee should also make a written report of the case if requested by DHS or by the Head of School.
2. The fact that the Reporter has notified the people above does not relieve the reporter from his or her duty of having a report made promptly to DHS. Therefore, the Head of School or Designee shall inform the Reporter immediately after making the call to DHS. If the Head of School or Designee does not make the report, the reporter shall make the requisite report orally to DHS.
3. The oral or written report may include, if the information is available:
 - a. the name, age, sex, address of the child, other children in the household, parents and any others that are responsible for the child’s care;
 - b. the nature and extent of the abuse or neglect, the current condition of the child, and any previous abuse or neglect, if known;
 - c. All other information which the person making the report believes may be helpful.
 - d. The names of persons present.
 - e. When you are making a report, record the name of the DHS person taking the report, their phone number and the number assigned to the case.
4. Notes and reports will be kept in the Head of School’s office.

Employees should not promise to keep information “secret.” Information regarding any reported abuse will remain confidential to the parties who need to know in order to maintain the safety of the student.

Any person participating in good faith and exercising due care in the making of a report pursuant to the provisions of the Oklahoma Child Abuse Reporting and Prevention Act, or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning a child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Also, there shall be no penalties or retaliation by an employer when an employee reports suspected abuse.

CAMPUS SAFETY

Holland Hall is dedicated to providing a well-maintained and safe environment. To that end, the school employs a full-time group of well-trained and experienced security personnel, headed by a director of campus safety. In addition, there are a number of strategically placed security cameras at entrances and exits that provide coverage for key pathways.

Weapon/Controlled Substances Free Campus Environment

Students and non-students shall not possess, use or distribute a weapon, controlled substances, or intoxicants when in a school location (in buildings or on property) or at school sponsored events or activities, except for limited authorized exceptions (i.e. law enforcement and security officers). Holland Hall will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, supplier/vendor/ contractor, or member of the public who violates this policy. All students are prohibited from attending school or a school related function under the influence of any controlled substance or intoxicant. It is the policy of Holland Hall that all administrators, faculty and staff members shall report to the Dean of Students, Head of Middle School, or the Head of School any student who is reasonably believed to be under the influence or in the possession of any form of intoxicant or a controlled substance, or in possession of a weapon. The Dean of Students, and/or the Head of Middle School shall immediately notify the Head of School and the student’s parent(s) or legal guardian.

Smoke Free/Tobacco Free/Nicotine Free Campus Environment

Smoking and use of tobacco or nicotine products is prohibited at all times on the Holland Hall campus, including facilities, properties, and grounds. This policy applies to all faculty, staff, students, parents, visitors and contractors. For purposes of this policy, smoking, tobacco and nicotine products means no cigarettes, cigars, smokeless tobacco products and nicotine products such as e-cigarettes and vaping products. The school also prohibits littering the campus with remains of any tobacco products. Students may neither use nor possess any form of e-cigarette or vape on campus or at any school-related event. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events, and athletic events using school-owned facilities, grounds and properties are required to abide by Holland Hall policy. Therefore, organizers of such events are responsible for communicating to attendees the policy of the school and for enforcing the policy.

Third-Party Car Services

For the safety of our students, students may not be picked up or dropped off on campus by ride-booking, third-party car services such as Uber, Lyft, or other similar car services.

Leaving Campus

At the end of the school day, a parent or guardian must pick up their student. We will not permit middle school students to walk off of campus unsupervised unless the parent or guardian has been in communication with the Head of Middle School or Dean of Students to make arrangements.

RESPONSIBLE USE POLICY (RUP)

Everything we do as community members of Holland Hall should support the values of honor, loyalty, and courtesy. We want students to use technology to explore, create, collaborate, and connect with the world. If there's a question about whether it is okay to do something online or with a device, we ask students to measure their choice by honorable principles, as we would ask them to do in our hallways. If a student is unsure, they should ask the Dean of Students. As you would expect, violating the policies set elsewhere in this handbook by using technology is still violating the policies.

We ask students to make the following commitments:

Safety and Privacy

- I will adhere to the age requirements and guidelines of all websites and software.
- I will protect my personal information and respect the privacy of others' information.
- I will respect my teachers by keeping communication school related.
- I will show respect for myself and others by accessing, posting, and hosting information and images that reflect positively of myself and others.

Digital Citizenship

- I will be honest about my identity when I represent myself in any online communication, keeping in mind that I should limit the sharing of personal details and only do so responsibly with teacher oversight.
- I will use electronic devices appropriately, communicating and interacting with others in respectful ways.
- I will not access or use hate-based or sexually explicit materials, nor will I disparage others.
- I will show my respect for intellect and creativity by asking permission, giving credit, and observing all laws, including copyright.

Classroom Use

- I will follow all guidelines set by my teachers regarding the use of electronic devices.
- My school iPad and email accounts will be used solely for school purposes.

Conservation of Resources

- I will respect and preserve resources by conserving paper, bandwidth, and storage space.
- I will respect and maintain equipment and resources that may be borrowed or used in public areas and labs.
- In accordance with this policy, I will not stream videos for personal use or play games on my devices during the school day.

Email - students with email accounts

- I will check email, at a minimum, once per day

- I will reply to any emails from faculty members that ask for a response as soon as possible
- I will reply to all other email, if necessary, within 24 hours of its receipt

Right to View

Holland Hall reserves the right to access, view, or monitor any information stored on or transmitted over the school's technology resources. This includes personal equipment used to access the school's technology resources, even if the device accesses networks other than the school's network.

Personal Electronic Devices (cell phones and wearable devices including smart watches)

Our Philosophy - We acknowledge that cell phones are an integral part of our communication today. We prioritize the appropriate and healthy use of them in an academic setting. Academic work, social development, and balanced living are priorities at school. The culture of learning at Holland Hall prioritizes face-to-face interactions. Because all students have devices that will allow them to do the majority of the activities that would be done on a cell phone or wearable, we choose to significantly limit their use during the academic day. We are concerned about how these technologies impact developing brains and we are striving to keep up with the research and develop communal expectations that help our students. Studies show that distance between a person and their cell phone is the best way to focus on the task at hand rather than the urge to check. We acknowledge that it requires self-control to resist the urge to check one's cell phone.

Middle School Personal Device Rule

All cell phones should be off and stored in student lockers during the school day. Smart watches are not permitted in the middle school. Any permitted activity on a personal electronic device, including cell phones and smart watches, should be for academic purposes or as otherwise approved by a Holland Hall faculty member or coach. If a student feels the need to use their device, the student needs to ask permission. If a student is using his/her device without permission, faculty members will confiscate the device and turn it into the MS Office. Parents are then asked to pick the phone up at the end of the school day. If this becomes a regular occurrence, students will be required to turn in their device to a faculty member when they arrive at school.

Upper School Personal Device Rule

In order to create spaces where academic work or communal engagement are prioritized, we have created "Cell Phone Free" zones, either in particular spaces or during particular events in the day. These cell phone free zones are: The Study Station, The Chapman Library, Morning Meeting, Classrooms, Chapel, and any school assemblies. Teachers may give students permission to use cell phones in particular academic work, if the tool is more suitable to the task at hand. Upper School students are expected to abide by the signage pertaining to cell free zones in other branches of the school. If the student is unsure about a specific situation, they should ask a faculty member.

Carrying a cell phone during the academic day is a privilege, not a right. Therefore, upon receiving the fourth cell phone violation (for use in cell free zones), the student will be prohibited from carrying their phone during the academic day for one cycle. After the cycle, a single cell phone infraction will result in

the student being required to turn in the cell phone to the deans (upon arrival at school) for a period of three cycles. A single cell phone infraction after this will result in the student's cell phone privileges being revoked for the remainder of the semester. This policy is in place to help students who truly struggle with boundaries around appropriate cell phone use at school.

MISCELLANEOUS

Attendance at Special School Events

There are occasions throughout the school year when MS students are interested in watching siblings perform in major Holland Hall productions. We encourage students to support family members, but it is expected that they will return to class at the conclusion of the performance.

Celebrations and Lunch Visits

A family member may bring lunch for a special occasion to his/her student only and may join the student for lunch in the Tandy. Please do not bring lunch for other students as we do not want any students to feel excluded.

Invitations for birthday parties are not to be distributed at school unless all students in that grade are included. Parents may make plans to bring treats for the entire class at lunchtime by prior arrangement with the faculty involved. We ask that no treats contain peanuts, which could compromise the health of some of our students. There should be no disruptions of classes or schedules by balloon bouquets, etc. or special collections by groups of children for other individuals. If you have any questions regarding these matters, please contact the advisor or the Dean of Students.

Field Trips

Field trips are frequently a part of the educational program at the Middle School. Parents will normally be informed of such trips ahead of time. Faculty chaperones will accompany students on all school sponsored field trips.

Therefore, unless we are informed to the contrary, we will assume that all students have parental permission to participate fully in any day trips planned for their class during the school day as part of their regular program.

Background checks are required for all parent chaperones participating in school trips.

ID Badges

Students in grades 6-8 are given ID badges. These are to be on their body at all times to identify the students, give access to locked doors during school hours, and to use to make purchases in The Tandy Dining Room. If a student loses a badge, he or she should report that to the Middle School office and there will be a \$10 replacement fee for the first replacement.

Infectious Disease and Blood Borne Pathogens

Students infected with a chronic infectious disease (CID) who seek admission, continued enrollment, or re-enrollment and are otherwise qualified will not be denied admission, continued enrollment, or re-enrollment unless there are exceptional conditions as determined by the Head of School in consultation with the student's physician and the School's nurse.

For the protection of both the affected student and the community, the Head of School is to be informed if any student is infected. This information is to be disclosed immediately to the Head of School in writing by the parents of the student. Failure to follow this policy may result in appropriate action from the school to help ensure the safety of all students and employees, including separation from the school.

Library Books

All library accounts must be current (no lost or overdue books) before exams begin. Students are responsible for returning overdue library books the day before a free dress day in order to qualify for “free dress” privileges.

Logos and Communications

The Communications office at Holland Hall controls use of all school logos. For permission to use the logo, send a written request to Director of Communication and Marketing Ashley Parrish, aparrish@hollandhall.org. Logos should not be used on merchandise, signage or for any other purpose without written approval.

Lost and Found

As soon as a student discovers an item is missing, he or she should report it to his or her advisor and to the office. Items left around school, especially those bearing no names, are turned in to the Lost and Found area near the library. Parents and students are urged to check there for missing items.

Medical Attention

Parents will be notified immediately when a student suffers an injury requiring medical attention while at school or on a school-sponsored trip. In an emergency situation, or if the parents cannot be contacted, Middle School students will be taken to the emergency room at St. Francis hospital or another convenient hospital. Parents will then be notified as soon as possible. If a student is injured while on a school trip, the faculty sponsor will take whatever action is deemed necessary to ensure the student’s safety and well-being.

All Tulsa hospital emergency rooms require a signed and witnessed Emergency Authorization form. This form must be on file prior to the start of the school year. In an emergency, this form is the only source of information for the faculty or medical facility. Please update this information; especially phone numbers, as needed.

All medication must be brought to the MS office and kept locked in the Nurse’s office. An “Authorization for Administration of Medication” form must be filled out yearly for each medication. The medicine must be in the original container properly labeled with the student’s name and other pertinent information. Students may not carry any medication with them during the school day. (See below for asthma inhaler exception). Medication will not be administered during extended day hours.

If a student has asthma, please submit a copy of the treatment plan as well as an “Authorization for Administration of Medication” form. Students in grades 6 – 8 will be permitted to carry their inhalers once an “Asthma Inhaler Contract” has been completed. Students in grades 4 and 5 will keep their inhalers in the Nurse’s office. We will be happy to work with you on any particular needs for your child.

Movie Policy

Holland Hall will honor the movie ratings system established by the Motion Picture Association of America (MPAA), as to appropriate ages, in all of its film and video activities involving students. This policy refers to all activities sponsored by the school. Exceptions to the policy will be allowed only with the approval of the Head of Middle School. In such cases, timely parental notification is required and the activity may only be offered on optional basis.

Parent and Student Access to Personal Files

A parent or guardian that is requesting access to his or her child's student file will be permitted to review the file in the presence of a School staff member designated by the Head of School. Requests for access should be put in writing and approved by the Head of School before being scheduled with the designated staff member. Consistent with the School's policy, the student's account must be in good standing before accessing files.

Personal Property

The school cannot accept responsibility for missing items. All clothing and school supplies must be labeled clearly with the students' names. Students should not bring valuables or large sums of money to school. If it is necessary to do so, they should leave those items with their advisor. In addition, backpacks and their contents should be neatly stowed in the student's locker each day.

Phone Calls

Students may get permission from a teacher to use a desk phone or their cell phone. Personal cell phones are to remain turned off and stored in lockers throughout the school day and may only be used only for academic purposes at the request of a teacher. If a student uses a cell phone inappropriately, the cell phone will be confiscated and taken to the MS Office. At that point, parents will be required to pick up the cell phone. A parent or guardian may always call the MS Office to reach their student and/or leave a message. If a student feels ill, he or she needs to go see the nurse and the nurse will be in contact with the parents as needed.

Student Accident Insurance

The School carries Student Accident Insurance on all Holland Hall students. The coverage is for any injury incurred while the student is under the care and direction of the School. This coverage is secondary to a student's other medical insurance. If a student is involved in an accident, an Injury/Accident Report will be completed by the teacher, school nurse, coach or other appropriate person. Please note that Erin Henderson in the Business Office must be notified immediately of an accident if treatment by a doctor is required.

Trips - School Sponsored or Organized

In order for a student to go on a school sponsored or organized trip or participate in an extracurricular activity (examples: extra curricular foreign travel, extracurricular athletic trips or summer leagues, etc.), the student must be currently enrolled and his/her account must be paid to terms of the contract. In the event that a student's account is more than sixty days (60) past due, that student may lose the privilege of going on the trip or participating in the activity. If this happens the student may not be refunded any deposit or fee used to purchase airfare, reserve hotel rooms or tickets for other activities.

Use of Student Photographs

For purposes of communication (chiefly within the Holland Hall community of students, parents, alumni, and friends via brochures, the school website, and the magazine), advertising (recruitment of students and

faculty from the community and beyond), and media, Holland Hall frequently invites students to be photographed, quoted, and/or interviewed. In addition, students occasionally are asked to contribute their writing, art and/or quotes to the Holland Hall Magazine and other publications. You will be deemed to have granted permission for your child's photograph (or video), quotes (including media interviews), stories and/or art (identified by first and last name when appropriate) to be used in ways that enhance the profile of Holland Hall unless you notify the Headmaster in writing of any restrictions you wish in place.

Visitors

Parents are welcome at the school any time. Appointments should be made ahead of time if you desire a conference with a particular faculty member or wish to observe a particular class. Security is an important factor and visitors are required to check in at the office.