



Holland Hall

Primary 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.”

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.

FACULTY AND STAFF

A. The Primary School Faculty

- **Early PreKindergarten:** Jessica Atwell, Shelly Bagwell
- **PreKindergarten:** Lara Koch, Audrey Sevenoaks, Rebecca Updike
- **Junior Kindergarten:** Jill Coulter
- **Kindergarten:** Lea Ann Kannady, Stephany Ward, Camryn Winters
- **1st Grade:** Susan Connor, Shannon McFadden, Brandy Synar
- **2nd Grade:** Meagan Booker, Sarah Cox, Stacey Walkingstick
- **3rd Grade:** Hannah Dealy, Paula Jackson, Lynne Lopez
- **Chaplain:** Kristin Lees
- **Library:** Matthew Christian
- **Art:** Margie Murphy-McNutt
- **Music:** Lori Swisher
- **Physical Education:** Teddy Owens, Brian Underwood, Rashad Wright
- **Spanish:** Yolanda Hankins
- **Support Service:** Tish Griffith, Barbara Reavis

B. Head of School: J.P. Culley, responsible for all aspects of the School's operation. His office is located in the Upper School.

C. Head of the Primary School: Vanessa Jones, responds to the needs of the students, faculty, and parents in the Primary School.

D. Head of Middle School: Jennifer White, responds to the needs of the students, faculty, and parents in the Middle School.

E. Head of Upper School: David Parks, responds to the needs of the students, faculty, and parents in the Upper School.

F. Director of Enrollment Management: Justin Butler, responsible for testing and screening prospective students. He will be happy to arrange tours for interested visitors. Questions concerning admission or financial aid should be directed to the Admission Office which is located at the Upper School.

- **Amber Graybill:** Director of Admission for PreK-5th Grade

G. Primary School Counselor: Cassie Gray, promotes student success, provides preventive services, and responds to identified student needs by implementing a comprehensive school counseling program that addresses social and emotional development for all students. The school counselor works with division heads, chaplains, teaching faculty, academic support services staff, and health services staff to promote a healthy school environment for students and faculty.

- H. Primary School Chaplain: Kristin Lees**, guides the religious education of Primary School students. She leads worship with all of the students, Early PreK through grade three, weekly as well as classroom meetings monthly with children in kindergarten through grade three. The Chaplain is also available in situations requiring pastoral care or spiritual counsel.
- I. The Primary School Assistant to the Head: Kindi Walker**, ext. 8040
- J. Director of Health Services: Kathleen Alabbasi**, ext. 8264 , available to discuss any problems or concerns you may have regarding your child's health or medication. Responsible for contact tracing and guidance with current pandemic. Her number is 918-879-4724.
- **Primary School Nurse: Kimberly Seabolt**, ext. 8251.

THE PRIMARY SCHOOL DAY

A. ARRIVAL AND DISMISSAL: K-3rd grade students may exit their vehicles starting at 7:50 a.m. each morning. Please remain in your vehicle and a member of our faculty will assist students into the building. All students will be entering through the main Primary School entrance.

Teachers begin to assist arriving Early PreK, PreK, and Junior Kindergarten students at 8:55 a.m. to begin school at 9:00 a.m.

Students are dismissed only to parents or other authorized adults. Any change in transportation arrangements must be authorized by a written note from the parent to the classroom teacher. In an emergency, where a written notice is not possible, changes must be cleared through the office.

Students arriving early (before 7:50/8:55 a.m.) or who are not picked up by the time carpool is finished (2:55/3:10 p.m.) will be directed to the Extended Day Program. Families will be billed for the time the student is in this program.

At dismissal time, families with Kindergarten through 3rd grade siblings should only make one pick-up stop at the youngest sibling's location. This does not apply if the younger siblings are in Early PreK, PreK, or Junior Kindergarten.

B. DRIVEWAY SAFETY AND ETIQUETTE: Safety is the responsibility of all. The following guidelines are for the safety of your child and the other students.

- Be patient and courteous at all times.
- Maintain a speed of 10 miles per hour or less in the driveway.
- Continuously watch for pedestrians.
- Vehicles in the drive during arrival and dismissal are not to be left unattended.
- Loading and unloading children will be done only at curbside.
- Both driveways are restricted for Early PreK, PreK and JK pick-up until 2:55 p.m. during dismissal

- There is a crossover in the drive to access the EPK, Jr. K, and Kindergarten circle drive. It is imperative that caution be observed, and courtesy be exhibited in yielding to vehicles going to this area.
- Please have your last name, and if you drive carpool, the last name of the children you pick up, visible in the front right side of your car window to assist with dismissal.
- Please avoid talking/texting on an electronic device during drop-off and pick-up.
- The Primary School gate is EXIT ONLY. Please do not enter at this location.
- **Children should not be let out of cars to wait on the porch in the mornings.**
Please wait in your vehicle for faculty to begin assisting students at 7:50 a.m.

C. EXTENDED DAY PROGRAMS: There may be times when your schedule does not coincide with the typical school day. In order to accommodate your needs, we offer an Extended Day Program from 7:00 a.m. until the start of the school day and from the end of the school day until 6:00 p.m. There is no need to enroll. However, we request parents to email their child's teacher if they know they will attend aftercare regularly or need a drop-in. Parents should cc Debbie Almohandis at dalmohandis@hollandhall.org on their emails.

D. LUNCHESES AND LUNCHROOM: Holland Hall will provide food service for the PS students (PreK-grade 3) five days a week. This service will be paid for separately by the parents. Food will be ordered and paid for online via the Parent Portal, gotohh.org/parentportal. Purchased lunches for EPK students are not available; please send in a lunch from home. If your child forgets lunch, please bring the lunch to the Primary School office by 11:00 a.m. If no lunch can be located for your child, a school lunch will be purchased and you will be charged accordingly.

Because young children have distinctive eating habits, the Primary School students may bring their lunch to school. Each grade level provides suggestions for lunches. Students are not to bring soda pop or drinks that stain. A thermos or box drink should be provided. Lunches are not refrigerated; therefore, foods should be prepared with this in mind.

A number of students in the preschool and primary school programs are extremely allergic to tree nuts, peanuts, and their products. We are very concerned about the possibility that a student with a tree nut/peanut product in his/her lunch could inadvertently compromise the safety of another. Please label lunches containing nut products accordingly.

Parents are encouraged to volunteer to help in the lunchroom. More information about this volunteer program is available from the Parents' Association. If you are volunteering, please remember our lunchroom is a technology-free zone. Please do not share your device with your child.

Other than lunchroom volunteers, we are unable to accommodate visitors during lunch.

E. SCHOOL HOURS

Early PreK, PreK, and Junior Kindergarten: 9:00 a.m.-2:45 p.m.

Kindergarten, 1st, 2nd, and 3rd grades: 8 a.m.-3p.m.

F. BUS AND SHUTTLE DISMISSAL: Primary school students in grades Junior Kindergarten through 3rd grade with siblings in the Middle School in 4th, 5th, and 6th grades are eligible for Bus and Shuttle services. Please let your child's teacher know if you need this service. Primary students enrolled in Bus and Shuttle will be supervised in the PS Gym until Middle School 4th-6th dismissal has been completed. Please pick up your Middle School student first, then proceed to the Primary School.

RESPONSIBILITY TO SELF AND OTHERS

Holland Hall sets high standards for the student body. Students are in the learning process; therefore, expectations are viewed from this perspective.

Students are treated with respect and dignity. The Primary School follows the Golden Rule, “We Treat Others the Way We Want to be Treated.” The school song includes being “Friendly, Helpful, Respectful and Responsible.” The faculty works with students individually to address any areas of concern. The parent/guardian is notified any time behavior escalates to a serious level.

BULLYING: Bullying, whether physical or verbal, is considered a serious infringement on the rights of others. Bullying and verbal harassment will be dealt with as soon as it occurs. Students who are being privately and consistently bullied by another student or groups of students should report their concerns to their teacher. The teacher will hold follow-up meetings as necessary with the Head of the Primary School involved when appropriate.

SCHOLASTIC INFORMATION

A. THE CURRICULUM: The Primary School curriculum provides young learners with a solid educational foundation through carefully planned instructional goals and objectives. Essential learning skills, cooperative social behavior, appreciation of the arts, good study habits, and physical coordination are sequentially developed for each grade level.

Teachers concentrate not only on what children learn but how children learn. The curriculum entails an integrated approach which emphasizes the active learning process. This process, which encourages cooperative learning, includes problem solving and decision-making.

B. HOMEWORK: Homework is the extension of the learning experience beyond the classroom. It is designed to teach responsibility and is most utilized in the upper Primary grades. The amount is determined by the age of the children and their readiness.

C. FAMILY CONFERENCES AND WRITTEN REPORTS: Working in partnership with families regarding individual students is critical in the educational process. Individual conferences are formally scheduled three times per year; however, a conference will be scheduled any time a need arises. Never hesitate to contact your child's teacher, or the Primary School Head, should you have a concern.

Conferences are scheduled as follows: During the first week of school, in the fall, and in the spring. Assessment/Skills checklists are provided for students in Early PreK through Grade 3 in the Primary School. Assessment/Skills checklists are provided at conferences in October and March and available on the Parent Portal, gotohh.org/parentportal in June. In addition, samples of student work are shared during conferences.

D. ACADEMIC SUPPORT WITHIN THE PRIMARY SCHOOL: The Primary School's Academic Support department consists of two full-time Learning Specialists who serve students in PreKindergarten through Grade 3. Children who are referred for support are observed in the classroom and assessed informally. Materials used and strategies provided for remediation are matched to each child's learning style to utilize maximum learning potential. Assessment is ongoing to encourage growth. Classes are arranged in small groups or individualized.

POLICIES AND PROCEDURES

A. ATTENDANCE: Holland Hall deems attendance at 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 has excessive absences, an attendance review with the parents, student's teacher and Branch Head will be convened.

Tardies: Being punctual is an important life skill that we strive to teach our students. Please help us by ensuring your morning routine allows for prompt arrival at school. Arriving on time and being prepared to learn and engage in activities are expectations at Holland Hall. Regardless of reason, if a student arrives after 8:10 a.m./9:10 a.m., the parent is required to bring the child to the front door and call the office upon arrival. A pattern of tardies will be addressed by the Branch Head.

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, parents must call the branch office upon arriving on campus for further instruction. Upon return, students are required to present a medical excuse note from the doctor.

B. RECOGNITION OF BIRTHDAYS: Invitations for birthday parties are not to be distributed at school unless all students in that grade are included. You are requested not to arrange for a limousine pickup at school for a birthday party. It is very painful to observe disappointed classmates who have not been included. Special deliveries such as flowers, balloons, etc. are not allowed. Specific guidelines regarding birthday recognition at school will be provided by each grade level.

C. CANCELLATION OF SCHOOL: In the event of inclement weather, Holland Hall will choose from one of the following four options:

1. Closed, not in session
2. Open, school in session

3. Late start, school begins at 10:00 a.m.
4. If already in session, school dismissed early

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

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. There will be No Before School Care or Early Birds. After Care will only be available until 5 p.m.

Early Dismissal: If school is in session and we need to dismiss early, parents must arrange to have their children picked up immediately.

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 the Primary School office as early as possible.

D. CHANGE OF ADDRESS AND/OR TELEPHONE: It is essential that the school be notified of any change of address or telephone number and including cell phones. Families are to contact the Primary School office at ext. 4725 if there has been a change. Families should keep their directory information in the Parent Portal updated. THIS IS VITAL SHOULD AN EMERGENCY ARISE FOR A STUDENT.

E. DIRECTORY: A directory of all school community members is available online through the parent portal and the Holland Hall App. The directory information is solely for communication of school-related matters among members of the school community. Its use for any other purpose is not authorized.

F. FACILITIES USE: Occasionally parent groups request the use of a classroom or outdoor area for various school-related functions. In such cases, we ask that a Facilities Use Form be completed. A form may be obtained online and submitted for approval.

G. FACULTY, PARENT, AND STUDENT ACCESS TO PERSONAL FILES: A party requesting access to his or her child's personal file will be allowed to review the file in the presence of a school staff member designated by the Head of School. Copies of any file material will be made upon request. All requests for access to personal files should be put in writing and must be approved by the Head of School before being acted upon.

H. FIRE, WEATHER AND SAFETY DRILLS: Severe weather drills, lockdown drills, and fire drills are conducted periodically to acquaint students and teachers with correct procedures. The school is inspected by the Fire Department on a regular basis.

I. HEALTH AND IMMUNIZATION INFORMATION: *The Emergency Information Form and Immunization record must be on file at the school PRIOR to the first day of school.* The Emergency Information Form must be completed each year and can be found on the Holland Hall website. As the state immunization requirements change, Kimberly Seabolt, our PS school nurse, will notify you if your child is in need of additional immunizations. Please inform the school nurse any time your child has a physical need that would affect him/her during Physical Education or other programs. This information will be communicated to the relevant faculty and staff members.

J. MEDICAL ATTENTION AND/OR MEDICATION: Should a student require medical attention, every effort will be made to contact a family member. If necessary, the student will be transported to the nearest hospital for emergency treatment. All Tulsa hospital emergency rooms require the Emergency Information Form to be signed by the parent/guardian and witnessed by someone other than the parent/guardian.

All medication must be brought to the Primary School nurse's office and kept in the infirmary area. An Authorization for Administration of Medication must be filled out for each medication whether it is prescribed or over-the-counter. The medicine must be in the original container and properly labeled with the student's name. In the case of prescription medication, your pharmacist will be happy to label a second bottle for the School's use. Drug samples will be accepted as long as the label is clearly exposed.

Aspirin or aspirin-containing products will not be dispensed to a child under the age of 18 without a physician's consent.

Medication will be dispensed between the hours of 8:00 a.m. and 3:00 p.m. We will be happy to work with you on any particular needs for your child.

K. 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, smoke-less tobacco products and nicotine products such as e-cigarettes. The School also prohibits littering the campus with remains of any tobacco products. 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.

L. 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 of an accident if treatment by a doctor is required.

M. INFECTIOUS DISEASE AND BLOOD BORNE PATHOGENS STUDENTS: 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.

DISCLOSURE – Employees and Students: 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.

N. VALUABLE PERSONAL ARTICLES: Valuable personal articles should not be brought to school unless arrangements have been made with the student's teacher. Items supporting units of study may be brought with the teacher's permission. The school cannot be held responsible for valuables. Smartwatches, phones, personal iPads, etc should not be brought to school. Smartwatches and jewelry are not in compliance with our dress code requirements.

O. LIBRARY: The children and families of our School community are encouraged to enjoy the extensive collection of the Maloney Family Library of the Primary School. We have a very liberal circulation policy. All of our children in classes Kindergarten through 3rd grade may come to the library to check out books any time with a check out period of one week. Younger students may use the collection accompanied by a family member. There are no overdue fees charged; however, books that are overdue will receive notice. We do ask for replacement cost of a book should it be damaged or lost. Such costs, if unpaid, will be cause for student reports to be held at the close of the school year.

P. PLACEMENT: Placement of the children in classes is determined through a team effort with the final decision made by the Head of the Primary School. Our goal is to balance classes carefully according to boy-girl ratio, varied academic performance, social-emotional development, special learning needs, and independent work habits. Parents of a child with special needs may make an appointment with the Branch Head to discuss those needs. Be assured each child is given careful consideration and attention in this process. Parental requests for a specific teacher will not take priority over the other criteria for class placement. **Once class lists have been published, no changes will be made.**

Q. TELEPHONE ACCESS TO THE PRIMARY SCHOOL: To avoid interruptions in the classrooms, calls to the Primary School between 8:00 a.m. and 3:00 p.m. will be received in the school office. Messages will be taken and given to the appropriate teacher. The Primary School office extension is 8040. Please do not call or text a teacher's cell phone during school hours, unless invited to do so.

R. USE OF STUDENT PHOTOGRAPHS: In the normal course of the school year, photographs will be taken of students by the Communications office for use in both in-house and external publications and advertisements.

Upon accepting and signing the school's enrollment contract, parents provide authorization and permission for the school to use a student's name, photo, image, quotations, writings, work products or likeness. Any subsequent revocation of this authorization and permission must be delivered in writing to the Head of School, which shall be effective upon receipt.

S. VISITORS: Families wishing to visit the school during the school day should coordinate with the classroom teachers. Reasons for visiting the school during the day might include your child's birthday celebration or a meeting with the teacher. Please enter the Primary School through the main door and be buzzed into the office. Parents should sign in at the office and obtain a visitor badge. If you are volunteering in the lunchroom, please adhere to this visitation policy.

T. WEAPON FREE CAMPUS ENVIRONMENT: Students and non-students shall not possess, use or distribute a weapon when in a school location (in buildings or on property) or at a 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.

U. YEARBOOKS: Parents who want their children to receive a school yearbook should order one at the beginning of the school year through the Primary School Office. Because there is a very limited number of yearbooks available beyond those ordered in advance, early purchases save disappointment. A flier will be sent home for ordering purposes.

V. 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.

W. MOVIE / VIDEO POLICY: Holland Hall will honor the movie ratings system established by the Motion Pictures Association Of America (MPAA), as to appropriate ages, in all of its

film and video activities involving Students. This policy refers to both academic and extracurricular activities sponsored by the school. Exceptions to the policy will be allowed only with the approval of the Branch Head. In such cases, timely parental notification is required and the activity may only be offered on an optional basis.

X. LOGOS AND COMMUNICATION: 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 Communications and Marketing Ashley Parrish, aparrish@hollandhall.org. Logos should not be used on merchandise, signage or for any other purpose without written approval.

Y. WALKING ON CAMPUS: Students in the Primary School may not walk home or off campus for any reason. If a student needs to walk between branches, a student must get permission from the Head of the Primary School.

DRESS REQUIREMENTS

A. UNIFORMS: Early PreKindergarten – 3rd Grade students are required to wear uniforms. Sturdy tie or Velcro, low-heeled athletic shoes must be worn. No Sandals. SHOES WITH FLASHING LIGHTS ARE NOT APPROVED. THESE REQUIREMENTS WILL BE STRICTLY ENFORCED. PLEASE DO NOT DISAPPOINT OR EMBARRASS YOUR CHILD BY PURCHASING NON-APPROVED SHOES FOR SCHOOL WEAR.

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 the Dutch Zone or through athletics are to be worn. Jeans (non-ripped) or other non-athletic bottoms are permissible.

B. DRESS CODE REQUIREMENTS: Find a list of approved boys and girls uniforms on the website, hollandhall.org/parents.

C. WHERE TO BUY UNIFORMS:

- C & J School Uniform, Inc. 4950 S. 79th E. Avenue, 918-610-7470
- Online at Lands' End - landsend.com
- Some uniforms can be found free of charge in our Dutch Exchange shop in the A.R. and Marylouise Tandy Dining and Wellness Center. Hours available at hollandhall.org/parents.

ACTIVITIES AND SPECIAL EVENTS

A. SUE T. LAWSON VISITING ILLUSTRATOR-AUTHOR PROGRAM (VIA): The Sue T. Lawson Visiting Illustrator-Author Program is an annual event for Primary School students. It brings to campus outstanding children's authors and illustrators who share their experiences of writing, illustrating, and publishing their work. In conjunction with the visits, signed books by the visiting author and/or illustrator are available for purchase. The program has been made possible by the generosity of individual parents and benefactors, the Primary School Council, and the School.

B. ARTWORKS: ARTworks is a yearly artists-in-residence program sponsored by the Parents' Association. The three-week event includes a patron event, artist reception, gallery talk and interaction with the students in all three divisions.

C. AUCTION: The auction/party is a fundraiser sponsored by the Parents' Association, held every other year.

D. GRANDPARENTS AND SPECIAL FRIENDS DAY: On the Tuesday before Thanksgiving, Grandparents or Special Friends are invited to the Primary School for a firsthand look at the children's school life.

E. BACK TO SCHOOL NIGHT: Back-to-School Nights for parents are held in September. Information and details will be shared prior to the event.

F. SHARING PROGRAMS: The art, music and physical education programs are a valuable resource for Holland Hall students. The children make great strides in these areas each year. Families of first, second and third grade students will have the opportunity to share this growth with their children as they participate in a Sharing Program for each grade. These are not formal productions, but rather a chance for children to demonstrate their acquired skills in front of an audience.

G. FIELD DAY: Field Day is in October each year. This event brings all three school branches together in an atmosphere of fun and excitement. The Upper School Student Council, as well as Upper School clubs and organizations, sponsor booths, games and bake sales to raise money for club projects and special needs. This carnival-like activity is one that Primary School children especially enjoy. Parents and friends are welcome.

H. SERVICE PROJECTS: Holland Hall believes that students must become responsible members of the broader community. To that end, the School maintains a program of school and community service. Our students are eager to help others in meaningful ways. They are taking the first step on the path to expanded service opportunities in later years. A variety of appropriate activities are sponsored by each grade. Information will be sent home informing parents of these projects.

I. AFTER SCHOOL SPORTS: In ever-increasing numbers, Primary School children are participating in competitive sports and other activities. During the past few years students have participated in soccer, flag football, lacrosse, basketball, baseball and softball. In 1990 the Holland Hall Volunteer Coaches Association was established. This organization assigns grade level coordinators, enrolls volunteer coaches and reviews communication with all parties. The teams must follow the school's athletic policy which states: "Every student choosing a sport must be considered when coaches design the program. Participants are not eliminated because of skill level." It is most important that all students who want to participate be given that opportunity. Information regarding the activities and the association will be sent home with all children.

J. GIFT GIVING POLICY: As a community that cares for one another, families of Holland Hall often wish to express their gratitude to the faculty and staff for the time and attention the teachers have devoted to their children. These expressions can take many forms, from verbal messages of "thanks" to giving of personal gifts during holidays. Each thank you is deeply appreciated by the faculty and staff and should, therefore, be selected within the bounds of good taste for the personal message it conveys.

Because we encourage parents to communicate their gratitude in ways most comfortable to them, we ask that "group" or "class" gifts not be given as these can promote discomfort among those who do not choose to participate. Families are never allowed to ask other community members for money throughout the school year.

All events not initiated by the teacher must be cleared for approval through both the grade coordinator and the classroom teacher.

One way to give an especially meaningful gift to teachers is by donating a book to the division library in their name. Divisional librarians can assist in the selection of the book and will place a plate in the volume that denotes the honoree.

MISC

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:
 - i. 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;
 - ii. the nature and extent of the abuse or neglect, the current condition of the child, and any previous abuse or neglect, if known;
 - iii. All other information which the person making the report believes may be helpful.
 - iv. The names of persons present.
 - v. 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.

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](#).