



Holland Hall

Upper School

2023-2024
Student/Parent
Handbook

Upper School Students and Families,

Welcome to Holland Hall for the 2023-2024 school year!

One thing I repeatedly heard during my first year at Holland Hall was that this place is special. Holland Hall is special because of the way we go about life. There is, and historically has been, a cadence about this place that aims to bring out the best in individuals and us all collectively as a community. You'll often hear about the community of this school. A community is built upon the values and practices that it commits to. This handbook is about the core values and practices of the Upper School at Holland Hall: who we are, who we hope to be, and how we live daily in community with each other.

Holland Hall is unique because of the amount of responsibility we help our students develop. As we create a supportive and relational environment for our students, they are expected to be aware of and strive for the high bar we set for them. At Holland Hall we expect our students to practice high moral standards, to think critically and openly, to know themselves as unique and diverse individuals, and to practice citizenship within and outside Holland Hall. We live intentionally and participate in specific practices that prepare our students not only for college but for a meaningful and purposeful life.

The handbook covers a wide variety of topics, each of which are important in their own light and how they relate to each other. As everyone must sign a statement that you've read this document, please read it with care and attention as it outlines the core practices, systems, and policies we have set in place to support each student in their personal, emotional, spiritual, and academic growth this year.

I'm looking forward to a great year together!

David Parks
Head of Upper School
Holland Hall

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.

POLICIES AND PROCEDURES

Academics

Grades, Reports, and Credits

Letter grades are used at Holland Hall for grading papers and examinations of all kinds. The following numerical values are utilized:

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

To move into or continue in an honors sequence, a student must have the department's recommendation. A student who receives a failing grade (F) in a graduation requirement in the Upper School must repeat the course at Holland Hall or at an institution approved by the Head of Upper School.

Written comments evaluating student performance are provided for all students twice during the school year. In the fall and in the spring, parents are invited to a parent conference with each student's advisor. If necessary, comments on individual student performance may be sent at other times during the academic year.

Letter Grades are made available four times during the school year: October, December, March, and May. In December and May, final assessments over the term's work are administered in most courses.

Grades and Eligibility: The faculty of Holland Hall reports failures to the administration on a weekly basis starting the third week of school. If a student has a failing grade in a class, (s)he will first be placed on probation for a week. If the student has a failing grade in any class after that probationary period, (s)he will be ineligible to participate in school activities from the following Sunday to Saturday, in accordance with OSSAA requirements.

Grade Point Average and Transcripts

The official Holland Hall transcript shows semester and full year grades only. For full year courses, credit is earned based on the full year grade only. Grade point average (GPA) is calculated using full year grades for full year courses receiving one full credit. For semester courses, one-half credit will be used in GPA calculation using the semester grade. Pass/Fail classes are not counted in the GPA calculation.

A student may choose to repeat a course in which (s)he earned a passing grade. The transcript will list the course both times along with the grade earned both times the course was taken. Credit will be awarded only once and the higher of the two grades will be used in the grade point average calculation.

A student who earns a grade of F in a required course for graduation must repeat the course at Holland Hall or at an institution approved by the Head of Upper School. The transcript will list the course both times along with the grade earned both times the course was taken. Both the grade of F and the passing grade will be used in the grade point average calculation.

A transcript is an **official and legal document**, which is the record of a student's academic performance at Holland Hall. All courses taken at Holland Hall are included on the transcript and all semester and year-end grades are listed.

While we can release **unofficial** copies of transcripts to students and families, **official transcripts** must be mailed directly from Holland Hall to colleges/universities/programs. Official transcripts include the registrar's signature and the official school seal. Upon graduation and reaching the age of 18, a student who has attended Holland Hall must give written permission for a parent/guardian to request and receive a copy of the student's transcript. Parents/guardians may contact Holland Hall and request that the student's transcript be sent to a college/university or scholarship program.

Holland Hall transcripts contain only Holland Hall courses and grades. Holland Hall does not merge transcripts, GPAs or grades. Students who transfer into Holland Hall need to acquire official copies of their transcript from their previous high school. We will submit both transcripts with all college applications.

Withholding of Grades, Transcripts, and Diplomas

At the end of each semester, grades, transcripts, and school records will not be released until all financial obligations are settled, all school property (library books, athletic equipment, etc.) has been returned, and all coursework has been completed.

For seniors, diplomas will not be granted and final transcripts for colleges and universities will not be submitted until all financial obligations are settled, all school property (library books, athletic equipment, etc.) has been returned, all coursework has been completed, and all senior internship paperwork and other obligations have been satisfied.

Adding or Dropping a Course

Students may add or drop a course within the first two weeks of the fall semester and 8 days of the spring semester as long as all required signatures are obtained on the schedule request form. Students should remain in their original schedule of classes until all paperwork has been processed and the new schedule has been provided to the student. After this time period students may not add or drop courses. This does not apply to teacher-initiated changes from one level of a course to another. If a student wants to drop a course after the first 12 or 8 days of the semester, permission must be granted by the academic advisor, parent, department head and the Head of the Upper School. In addition, the transcript will indicate one of the following:

WP Withdraw Passing
WF Withdraw Failing

Academic Honesty

Academic honesty is taken seriously at Holland Hall. Incidents of plagiarism, collusion, or other forms of cheating will be referred to the Deans of Student Life who may then refer them to the Student-Faculty Honor Council. Whether the case goes to the Honor Council or not, the parents are contacted and will be notified of the incident. All second offenses, even if minor, will result in the student being referred to the Council. 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. This includes the possibility of assigning a zero for the work. Please note that having phones out during assessments will be considered a form of academic dishonesty.

The Upper School 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.

With the recent emergence of Artificial Intelligence, Holland Hall Administration, Faculty, and Students will continue to learn and collaborate together regarding appropriate times and means to use AI. We will continue to work towards giving students the competencies and skills necessary to work thoughtfully and with integrity in the future.

Late Papers

The following procedures are employed for late essays, research papers, or any other major tests and assignments. They may also be used for other assignments at the teacher’s discretion.

- 1) The initial due date for assignments will be established by the teacher at the time the assignment is given.
- 2) For each academic day the assignment is late, the grade will be reduced by 10% at the teacher’s discretion.
- 3) After two academic days, the teacher will report the tardy assignment to the student’s advisor and the Deans of Student Life. Parents will be notified.
- 4) A student who has not submitted the overdue work in satisfactory form after two academic days may be placed in full demand until the work is completed.
- 5) A grade of Incomplete (I) may be recorded when a grade cannot be calculated because required work is missing. Incomplete grades should be made up within two weeks of the marking period. Failure to do so may result in a grade of “F” for the marking period.

Please Note: Students need to be aware that penalties associated with late work or academic dishonesty may result in grades so low that the student may fail the course.

Academic Probation and Academic Hold

The academic record of each student is subject to periodic review by the Upper School Student Life Team to determine if the student is performing at the level expected of him/her. If a student ends a semester with 1 F or 2 or more Ds in their 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.

Demand Schedule

At various times during the academic school year, it may be decided by the student, his/her advisor, his/her teachers, or administration that additional scheduled study time is necessary. The student will spend a contracted amount of time in a designated area working under the supervision of a faculty proctor. 9th grade students and new students begin their Holland Hall careers with 12 mods of demand.

Academic Demand

When grades are pulled each Wednesday for OSSAA eligibility students with a 65% or below in a class will be placed into academic demand until the following week's grade pull. This simply provides additional time for students to focus on their studies and collaborate with their teachers. Juniors or Seniors on academic demand cannot leave campus on privileges.

Study Station Rules and Procedures

1. The Study Station is to be a center for silent study. Group study is not allowed.
2. Students may not use cell phones for any reason while in the Study Station.
3. Students who are on demand are to follow the study station rules and procedures.
4. When students enter the study station, they submit their demand schedule to the faculty proctor.
5. When the student leaves the study station, the faculty proctor will initial those mods the student spent in the study station.
6. Students are expected to sit upright at a table. Computer usage should be appropriate to an academic setting. Students are permitted to access audio resources using earbuds.

7. If the student does not meet the expectations of the study station, the faculty proctor will not sign the demand schedule, and the student will be reassigned equivalent demand time.

Tutoring

Students who encounter difficulty in a course are encouraged to seek extra help from their teacher during unscheduled time and, if necessary, set up regular appointments for extra help. Before undertaking the additional expense of an outside tutor, parents are asked to call the subject area teacher to inquire about the advisability of hiring a tutor. If a tutor is hired, the name of the tutor should be provided to the teacher to ensure that instruction at school and from the tutor is consistent and appropriate. If a tutor comes onto campus to work with a student, the learning specialist must approve it and the tutor must have a current background check through our human resources department.

Honor Rolls

Honor Rolls are determined at the end of the year. Year-end averages are used to determine eligibility. There are two levels of Honor Roll. The Head of School Honor Roll is achieved by any student who receives no grade below A-. The Honor Roll is achieved by any student who receives no more than one grade below B, no grade below B-, and at least two grades of A- or higher. In determining eligibility for the Honor Rolls, honors courses and Advanced Placement courses receive an additional value of one grade level (B+ becomes A-, for example).

Schoology

Schoology is the learning management system used at Holland Hall. This is an online area where teachers can store resources for their classes. Students have a login and are able to view assignments and grades for the classes in which (s)he is enrolled. Parents also have a login and are able to view class information.

Attendance

For students to get the most out of their Holland Hall experience, students and parents must prioritize school attendance. Being present for classes and free mods provide space and time for each student to learn, connect with teachers, manage time, and invest in the Holland Hall community. Our general policy is that students who accumulate more than 8 absences a semester may be denied credit for that course.

Unexcused and Excused Absences

Excused absences will not count toward the 8-day limit of absences. These 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.*

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

If a student's absence is excused, teachers will assist students in making up the work with extra help sessions and assignments if necessary. The initiative, however, is left to the student to make arrangements for help. In the event a test is missed, the teacher will provide a make-up test. Teachers and students should work together to set deadlines for make-up work. All papers must be written and all tests taken before a marking period, term, or final grade is given. If a student is absent for *three or more days*, parents may contact the student's advisor to obtain a compilation of assignments.

The following policy will be in effect for **unexcused absences**:

- 1) Parents and students must assume the burden and/or expense of make-up work, including tutoring outside of school hours, if necessary.
- 2) Work submitted late due to an unexcused absence may result in a reduction in the grade. Every attempt should be made to fulfill academic responsibilities before the absence or immediately upon returning to school.
- 3) Late assignments due to a class cut or a suspension may be subject to the 10% grade reduction described under (Late papers).

Planned Absences

- Students need to communicate with their 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 prior to or upon return. It is expected that students return to school with all work completed and any missed assessment scheduled in a timely manner.

- Students whose absences are unexcused (for example, vacations) may not receive the accommodations normally provided by teachers.

Absences Due to Illness

- It is the responsibility of the parent to inform the Attendance Receptionist 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 Schoology , 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 Deans of Student Life 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 the reason, if a student is late for school, the student is required to check in with the Attendance Receptionist upon arrival before proceeding to class. When a student accumulates 3 tardies each semester, he/she will receive a warning. For every subsequent tardy, Demand may be assigned. A pattern of tardies will be addressed by the Deans of Student Life in conjunction with Branch Head

Leaving School During the School Day

To get the most out of the Holland Hall experience students need to be on campus. 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 the Attendance Receptionist 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. Without a note, the absence will be counted as unexcused and immediate disciplinary consequences (see below) may result. ***Families should try to schedule off campus medical appointments during unscheduled time.*** Students are not to leave class except in the case of an appointment, illness or family emergency. Only the school nurse may excuse a student

from school due to illness. The Deans of Student Life and Head of Upper School may excuse students from school for other reasons.

Unscheduled time is considered valuable educational time and is not time for personal business. If you have questions or extenuating circumstances, please contact the Head of Upper School or the Deans of Student Life. Students will not be allowed to use scheduled or unscheduled time for off-campus private lessons or personal business of any kind without the permission of the Deans of Student Life or the Head of Upper School.

Policies

- 1) In order to be readmitted to school, students who are absent for three or more consecutive days due to medical reasons must produce a doctor's note. Without a note, the absences will be counted as unexcused.
- 2) Because time management and responsibility are tenets of our community, students' attendance on days when tests or large assignments are due will be tracked closely. The Deans of Students or Head of Upper School will be in touch with the student and family if a student shows a pattern of missing test/large assignment days.

Check-In

If a student arrives late, he or she must sign in with the Upper School Attendance Receptionist. Excessive tardies may result in disciplinary action (see Community Values and Behavior section).

Check-Out

If a student must leave during the school day, the attendance office must be notified by a parent and the student must sign out prior to the appointment. Upon returning to campus, they must provide paperwork documenting the appointment. In the case of an appointment conflicting with an athletic commitment, the note should be given to the Director of Athletics. It is the student's responsibility to notify all teachers of classes to be missed. Students who become ill during the school day should report to the US Attendance Receptionist, who will contact the school nurse. The school nurse gives permission for a student to leave school due to illness.

Students leaving on junior or senior privileges must sign out when they leave campus and sign back in upon their return.

Please note: all departures and arrivals during the academic day require the student to sign in/out in the attendance office. No student will be allowed to leave campus during the day without parental permission.

School Closing Notice

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

- 1) Closed, 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. This 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 you get texts and emails, please make sure your contact information is updated in the Parent Portal section of PCR at 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.

Senior Off-Campus Privileges

Seniors are eligible to leave campus for up to six mods during their unscheduled time by authorized means provided they follow established conditions as developed by the Deans of Student Life and have the written permission of their parents. A detailed summary of guidelines and conditions is given to seniors and their parents prior to the time privileges begin. Students must sign out and in with the Attendance Receptionist. Students in Academic Demand cannot leave campus on privileges.

Junior Off-Campus Privileges

During the second semester of the academic year, juniors are eligible to leave campus during their unscheduled time for four mods on Friday only. They must be in good standing and follow established conditions as developed by the Deans of Students and have the written permission of their parents. A detailed summary of guidelines and conditions is given to juniors and their parents prior to the time privileges begin. Students must sign out and in with the Attendance Receptionist. Students in Academic Demand cannot leave campus on privileges.

School Uniforms/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. Students should be dressed in accordance with the dress code upon arrival at school. C&J Uniforms, 51st Street and Memorial Drive, is an option for purchasing uniform items, as is Lands' End, landsend.com.

Upper School Dress Code Requirements

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. This includes shirts tucked in, shoes tied and all dress code requirements adhered to. In addition, the following are not permitted at Holland Hall: visible tattoos or non-recognizable human hair color. Hats are not permitted to be worn in any building on campus.

Students will be required to be in proper dress code before attending classes. Students not in dress code will need to amend their dress before they are allowed to proceed with the academic day.

Upper School Dress Code Requirements	
Shirts	Button-down collared dress shirt (short or long sleeve), white or any solid pastel color. Ties are required for boys, optional for girls.
Skirts	Plaid, navy or khaki pleated skirt through C & J School Uniforms or Lands' End, landsend.com . Only Holland Hall-approved skirts or skirts at Lands' End may be worn. Skirts must be worn at fingertip length when arms are relaxed at their sides.
Pants	Any khaki-colored or navy dress pants. If pants have belt loops, then a belt is required.
Sweatshirts Outerwear	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. Navy or black sweaters or cardigans with HH logo.
Gym P.E.	Students should talk to their individual coaches before purchasing clothes for sports.
Socks/Tights	Socks are required. Solid, dark-colored and tights are permitted under skirts.
Shoes	Any low-heeled shoes, including tennis shoes, may be worn. No sandals or house shoes.

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 Student Life and/or Head of Upper 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. Shirts must have been purchased through the Dutch Zone or through the athletic department and must fall below the waist line. Jeans (non-ripped) or other non-athletic bottoms are permissible.

Community Values and Behaviors

Our four Essential Qualities of a Holland Hall Graduate embody what we work toward on a daily basis. Throughout their Upper School experience students both have opportunities to grow in these values and demonstrate these values. Whether in the classroom, on the field or the stage, or out in the community, students represent Holland Hall through their words and actions. All students are valued as individuals, and all students are to positively contribute to the life of the school community. Students are:

Moral

- Possess integrity, ethical standards, and compassion
- Exhibit respect and sensitivity for others
- Cherish the humanity in all people and treat them equitably

Intellectual

- Think critically and communicate effectively
- Possess intellectual curiosity and an enthusiasm for learning
- Demonstrate appropriate knowledge and skill foundation for academic success in college
- Have an appreciation for and experience in the arts

Knowledge of Self

- Acquire a foundation for decision-making that is healthy, balanced, and respectful
- Value perseverance and hard work, and recognize the potential for growth from adversity
- Pursue health of mind, body, and spirit
- Know how to collaborate and compete with grace and to lead as well as to follow
- Possess the self-discipline, self-awareness, and time management capability to be successful in post-secondary school life and beyond

Citizenship

- Share responsibility for the environment

- Live as a cooperative, compassionate, and engaged member of local and global communities
- Have a commitment to social responsibility and service

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 class, arriving late to class, missing morning meeting, etc. If deemed appropriate, a student may be assigned to Demand. If a pattern develops with behaviors, decision making, or a series of Demands, a Dean of Student Life will communicate accordingly with the student and parents. If the frequency continues, the Head of Upper 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 Demand, suspension, or separation from school. In these instances, discipline situations will be handled directly by a Dean of Student Life, Head of Upper School, and/or Head of School. Parents will be notified if an issue of great concern arises.

Major Infractions and Honor Council

Major Infractions (Listed below) are handled by the Deans of Student Life, in consultation with the Head of Upper School. If warranted, cases are referred to the Student-Faculty Honor Council. The student may elect to have a trusted adult who is a full-time employee of Holland Hall accompany her/him to the meeting. The adult provides support before and after the meeting and acts as silent support during the meeting. If the student does not have a preference, his/her advisor will serve as the adult who provides support. The Council meets with the student to discuss the situation and encourages the student to reflect on some of the repercussions of the behavior. After deliberating on the matter, the Council recommends appropriate consequences, subject to final approval by the administration. These meetings are highly confidential. In cases of a highly sensitive nature, the Deans and Head of Upper School may find it more appropriate to handle the matter privately, foregoing the Honor Council process.

Examples of Major Infractions

At Holland Hall, we understand that students sometimes make mistakes, and we strive to treat every honor council case individually, taking into account all of the details and complexities of the given situation. Though each case is different, we believe it is helpful to our community to have an idea of possible outcomes for some common mistakes so that outcomes are neither mysterious nor surprising. This chart is not meant to encompass every possible mistake or every possible outcome. The outcomes will always show a range because of the complexities of individual cases, for which individual history and surrounding circumstances are taken into consideration. It is also informative to know that, for a particular student, a history of disciplinary issues or lack of regard for school rules and policies factor into the administration's and/or Honor Council's deliberations on appropriate consequences.

If a student comes forward to enlist the help of the school with a problem, such as alcohol, vaping, or drugs, the school will work with the family to get help for that student.

Non-disciplinary responses such as these are important for our community to ensure students have safe, supportive places and people where help can be sought in times of need. After the student has received help, he/she will be held responsible for respecting the rules of the school.

It is important to define some terms that are integral to our system:

On campus: This encompasses both the literal campus and all official school events and trips.

Deans Notification: This outcome is given to students as a first official warning for a series of violations or a first major violation. Deans notification will require a parent meeting and will be documented. If the student makes another mistake the result will be an appearance before the Honor Council.

Specific Notification: This outcome is often used with first offenses that go to the Honor Council. It functions as an official, documented warning about a specific area where the student has made a mistake. This status is not something that has to be reported to colleges. If the student makes a second mistake in this area, the consequences will become more severe.

General Probation: This outcome means that the student's mistake was significant enough that their standing at the school becomes probationary. This means that any additional major mistake will likely mean that they lose their place at the school. This status must be reported to colleges.

Other loss of privileges: Often the nature of a mistake results in consequences that are linked to the mistake at hand. For example, if the student drives recklessly, they will likely lose driving privileges. If the student uses technology as part of the mistake that was made, then limits may be placed on their use of technology. If the student abused the modular schedule, then they will likely lose the privileges that come with this schedule, such as the ability to manage their free mods. These are some examples of "Other loss of privileges" that are often part of the disciplinary outcomes.

Social Restriction: This means that the student may not attend any after school, extracurricular activities at the school for a given period of time.

Suspension: This outcome is used when the mistake that is made results in the need for a break between the school and the student. This time is meant to be one when the student can reflect on his/her mistake and the proper steps might be taken to make amends with those who were hurt by the mistake. This status must be reported to colleges.

Separation from the school: This outcome means that the student may no longer attend Holland Hall. In some cases, the student is separated from the school with the possibility of reapplying if he/she shows that he/she has learned from the mistake, with time. In other cases, the student is separated from the school without the possibility of reapplying.

Potential Honor Council Decisions for Major Offenses	
ACTION	OUTCOME RANGE
Excessive minor violations	Dependent on types of minor violations; may include loss of privileges, educative component, required meetings with instructors, etc.

Plagiarism / Academic Dishonesty	Specific Notification, a loss of points on the assignment (at the discretion of the teacher), and other loss of privileges, Separation from the school (repeat offenses)
Leaving campus without permission [see Attendance Policy]	Specific Notification, other loss of privileges, community service, General Probation
Sexual activity on campus or at a school function	Specific Notification, loss of privileges, educative component, General Probation
Vaping / Possession of vaping paraphernalia or dissemination of vaping products	Specific Notification, other loss of privileges, educative component, random screenings, Suspension, General Probation
Computer / Technology Misuse [see Responsible Use Policy]	Specific Notification, community service or educative component, and other loss of privileges, Separation from the School
Creating open flames on campus	Specific Notification, educative component, loss of privileges, Separation from school
Bullying / Harassment [see Harassment Policy]	Specific Notification, educative component, and other loss of privileges, Separation from the school
Stealing	Specific Notification, other loss of privileges, community service, Separation from the school
Possession of fireworks, firearms, ammunition, knives, or weapons of any kind on campus [see Weapons Free Campus Environment Policy]	General Probation, psychological assessment, Separation from the school
Alcohol consumption on campus	Specific Notification, other loss of privileges, community service and random screenings, Separation from the school
Dissemination of drugs	Separation from the school

Another question we are often asked is how we distinguish between minor and major disciplinary violations. Minor violations are often handled by the process described in our Community Values and Behaviors section. Other minor violations might be handled by the Deans in concert with the Head of Upper School. Major violations generally go to the Honor Council unless they are so egregious that they need to be handled more quickly by the administration or unless they are so sensitive in nature that we need to limit the number of people involved, for the protection of the students.

In addition to those listed in the chart above, the following is a list of situations that may result in major disciplinary response and an Honor Council hearing:

1. Dishonesty in any form [See Academic Honesty Policy]
2. Any action or behavior that threatens the health and safety of another member of the school community
3. Accidental or deliberate discharging of pepper spray
4. 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]
5. Possession of any tobacco products on campus or during school events or as a guest at another school's event
6. Vandalism
7. Any action on or off campus that brings discredit or embarrassment to the school community [Conduct unbecoming of a Holland Hall student]
8. Any action that causes a major disruption at school events or during the academic day

Please Note: The regard in which Holland Hall is held in the community at large is necessarily determined, in large part, by the way in which students conduct themselves away from the campus. Therefore, conduct on the part of a student while off campus or during vacation periods that reflects a disregard of the norms of social behavior expected of a Holland Hall student (including, but not limited to, flagrant commission by the student of violations of the nature specified above), may, in the school's discretion, also subject the student to disciplinary action by the school, including suspension or expulsion. 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.

Holland Hall Alcohol and Drug Policy

Alcohol and drug abuse is widespread throughout the nation, not only in upper schools but also in middle schools. Student use and abuse of alcohol and drugs constitutes a grave threat to their physical and mental health and well-being and greatly impedes the learning process. The tragic consequences of alcohol and drug use by students are felt not only by that student and his/her family but also by other students, their families, and the entire Holland Hall community. Therefore, it is the collective responsibility of the school, local organizations, and families to work together to combat alcohol and drug use and abuse. The Board of Trustees of Holland Hall supports and endorses the policy that Holland Hall be free of alcohol and drugs, and all Holland Hall sanctioned events where students are in attendance be free of alcohol and drugs. The specifics of the policy are as follows:

Authority of School Administration

Parents are reminded that Holland Hall is an independent school and a student's attendance is contingent upon adhering to the policies and rules of Holland Hall. The interpretation of this policy, a decision to suspend or not to suspend, or to refer or not to refer to authorities or to a health professional is within the sole discretion of the Administration. The Administration is interested in what is in the best interest of the student and the overall good of all of the students of the school. Students who act as distributors of alcohol, illegal substances, or prescription medicines may be separated from the school.

Where the Administration thinks that students can learn from their mistakes of use and possession, every reasonable effort will be made to work with the student and parents to permit a second chance. The cooperation of Holland Hall families in adhering to these policies is solicited and required by the student's contract.

In this explanation of the school's alcohol and drug policy, specific actions are described as consequences of certain violations. No policy can list every possible infraction or anticipate the circumstances that may be associated with every incident. Therefore the school's Board of Trustees has authorized the Head of School to respond to those incidents that fall outside the violations specifically mentioned, in a manner that the Head of School deems to be in the best interest of the student as well as the school.

Wellness Program and Events

Holland Hall conducts age appropriate wellness programs, which address issues of alcohol, sexual assault prevention, and drug abuse. From time to time, speakers on topics relevant to wellness and alcohol and drug issues are brought to the school for the benefit of students and parents. Where appropriate and resources permit, events are scheduled to provide drug and alcohol free entertainment venues after athletic contests. The Administration of Holland Hall believes that the first responsibility for appropriate conduct and adherence to the laws of the State of Oklahoma rests with the parents. The Administration of Holland Hall is available to reasonably assist any school family in addressing any drug and alcohol issues.

Disciplinary Policy

At Holland Hall and all Holland Hall sanctioned events:

Sale and/or Distribution: Students who act as distributors of alcohol, illegal substances, or prescription medicines may be separated from the school.

Use or Possession of Alcohol or Drugs:

- There will be random alcohol screenings at Holland Hall dances and other selected events.
- Students who use or possess alcohol or illegal drugs on campus or at school sponsored events will be referred to the Honor Council to recommend disciplinary action as well as for a mandatory assessment by a mental health professional approved by the school. The financial cost of the assessment will be borne by the student's parents.
- Holland Hall reserves the right to require a student and his/her parents to enter an alcohol/drug counseling program, approved by the school, as a condition of continued attendance at Holland Hall. The financial cost of the program will be borne by the student's parents.
- Irresponsible use of a motor vehicle, including conviction of a student of any offense involving the use of alcohol or drugs and the operation of a motor vehicle, may result in the loss of driving privileges to/from school and school sanctioned events for a length of time to be determined by the Honor Council. The student will be required to report the conviction to the Head of School.

In addition, the following policies are adopted

Parental Conduct Policy

It is illegal for anyone to serve alcohol or provide illegal drugs to a minor. Parents who serve or otherwise knowingly provide alcohol or illegal drugs to minors will be referred to the Head of School, who may take action including separating the student and family from the school.

Student Assistance Policy

At any time prior to the occurrence of an incident that results in disciplinary consequences, students will have the opportunity to refer themselves (or to be referred by peers) to the school's alcohol and drug assistance program, confidentially and without punishment.

Assessment/Testing Policy

The school, when confronted with observations and/or evidence of alcohol/drug use by a student, may require a substance abuse screening assessment by a school-approved facility. The cost of the assessment will be borne by the student's parents.

Dry Events Policy

Unless approved in advance by Holland Hall's Head of School or Board of Trustees, alcohol will not be served to or consumed by adults at Holland Hall sanctioned events where students are present.

Harassment/Bullying

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature or related to a person's sex when:

- submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic standing, or opportunities; or
- submission to or rejection of such conduct by an individual is used as the basis for employment or academic or school-related decisions affecting that individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating a hostile, intimidating, or offensive environment.

Some examples of sexual harassment include: sexual innuendo; verbal harassment, including derogatory comments or slurs, or inappropriate comments about a person's body

or appearance; physical interference with movement or work; or visual harassment such as derogatory cartoons, drawings, posters, graffiti, or e-mail messages.

Any student who believes (s)he has been harassed should report such actions to the Branch Head, Deans, school counselor, or any trusted adult employed by the school who will then direct it to the appropriate person. Following a complaint of harassment, the school will conduct such investigation as is 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.

Appropriate disciplinary actions will be taken against anyone found to have sexually harassed another. 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 (s)he is being retaliated against should immediately bring it to the attention of the Branch Head, Deans, school nurse, the student's advisor, or the school counselor.

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
- making cruel personal jokes
- teasing about sexual orientation or gender identity

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. Anyone who believes that (s)he has been harassed as described above should report such action to the Branch Head, Deans, school counselor, or any trusted adult employed by the school who will then direct it to the appropriate person. The school will follow the complaint handling procedures set forth above regarding sexual harassment.

Bullying

Bullying will not be tolerated at our school. No student should be the target of negative actions usually in the form of intentional, repeated, hurtful acts, words or other behavior such as: intimidation such as name-calling or threatening; social alienation such as shunning or spreading rumors; physical aggression such as spitting or pushing; or cyber-bullying through e-mails, or various social networking sites. Any student who believes that (s)he has been the victim of bullying should report the incident(s) to the Branch Head, Dean, school counselor, or any trusted adult employed by the school who will then direct it to the appropriate person. Any student found to have engaged in bullying shall be subject to appropriate disciplinary actions which may include appearance before the Honor Council, suspension or expulsion.

Nothing above limits the school's authority to act directly on any matter, including disciplinary action and referral to law enforcement, without reference to the Honor Council.

Please see the section on "Anonymous reporting" for more information about ways to report issues of harassment/bullying to the school, if an in-person report is not ideal.

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, clothes (pockets), backpacks/bags, desks, computers, cars, 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 Deans of Student Life, 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 Deans 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.

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 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. Weapons include, but are not limited to, guns, knives, airsoft guns, splat ball guns, batons, or other means intended to injure persons or property.

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.

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 a Dean of Students or, in the Primary School, their teacher. 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.

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

- 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.

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 a 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.

Cell phones, smart watches and other “smart” devices must be put away during assessments or other times as designated by the faculty or administration.

School Sponsored Trips

In order for a student to go on a school sponsored or organized trip (examples: foreign exchange, extracurricular foreign travel, athletic trips, etc.), the student must be in good standing with the school. The student’s account must be paid to terms of the contract. In the event that a student’s account is more than sixty (60) days past due, that student may lose the privilege of going on the trip. If this happens, the student may not be refunded any deposit used to purchase airfare, reserve hotel rooms or tickets for other activities.

School Sponsored Events

The school sponsors and provides chaperones for official school events only. These include social events on campus or those that are scheduled by a team, a club, or some member of the faculty or administration. Student officers should contact the Coordinator of Student Activities for the Upper School for details of arrangements and to obtain the necessary permission form.

1. All school regulations governing behavior are to be observed.

2. All school events are scheduled primarily for Holland Hall students and faculty participation. Students and faculty may bring one guest to these events, but they must assume responsibility for their conduct while at school. All guests must be invited by a member of the school community and attend the event with that person. All guests (non-Holland Hall students) are expected to observe school regulations.
3. Chaperones must be in attendance during the set-up, clean up, and during the scheduled function. Chaperones for school events are instructed to supervise the activity and will be supported by security guards. Non-school sponsored events do not necessarily incorporate these rules, nor are faculty involved in any official capacity. Parents may call the Director of Student Activities or the Upper School Head to learn whether an event is school sponsored.

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.

Anonymous Reports

If a student is concerned about someone in our community and wishes to send the administration an anonymous report, they may do so through the official Holland Hall school app, available for download for iPhones and Android. Reports may be made in the app with the Tip Line button at the bottom right of the home screen. The line is truly anonymous, although a name may be attached if a response is desired.

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.

Traffic

On any given day there are hundreds of vehicles, students, and visitors that traverse the campus at all hours of the day and evening. Vehicles and pedestrians often have to share the same space, so it is imperative for drivers to obey all traffic laws and remember that pedestrians have the right-of-way.

Students are also reminded that before and after school, the portion of 81st Street in front of the school is posted 25 mph. The speed limit on school grounds is 14 mph. Speeding and reckless driving will not be tolerated. Offenders will be prosecuted. Students who fail to practice safe driving habits may lose driving privileges as determined by the Deans of Student Life.

Skateboards

Skateboards are not permitted on campus unless they are approved by the Deans of Student Life or the Head of Upper School

Parking

Students should park in only designated areas, never on the grass, or in a manner that disrupts traffic flow or creates a safety issue. Seniors have been given a dedicated area in which to park. All other students are to park in the areas that are designated as open.

Students must remain in their parking spot for the entire school day and their after school activity. Students are not allowed to move their cars for any reason during the school day unless they are leaving campus. Students are never permitted to park in visitor, faculty, or handicapped spaces. Students should also remember that parking lots are not hangout spots. The only reason to be in the lot is while entering or exiting one's vehicle. Students should not go to the parking lot during school hours. If a student needs something from her or his car, they must ask a Dean for permission to go to the parking lot.

Any US student who drives on campus should have the appropriate vehicle sticker prominently displayed so that campus security or their designee can make an easy, positive identification.

- **A First time** failure to display the proper Identification or parking in an illegal manner or undesignated spot will result in a warning.
- **A Second offense or failure** to display proper ID or parking improperly will result in suspension of driving privileges for one week.
- **A Third offense** will result in the suspension of driving privileges on campus for a minimum of two weeks.
- Any subsequent offense in the same school year will be met with suspended driving privileges for an indefinite period of time, to be determined by the Deans of Student Life. The Dean may also assess further sanctions, loss of privileges, or assign community service that he deems appropriate.

Please Note: Students may temporarily transfer their tag to a different vehicle, such as their parent's vehicle, if their personal vehicle is unavailable. Even though the vehicle in question may not be registered, the tag would identify the owner.

Money/Valuables/Lockers

Students should not bring more than a minimal amount of money to school. If a student must bring valuable equipment such as a camera, (s)he should consider leaving it with the Deans of Student Life or an advisor during the school day.

Visitors to School

All visitors must sign in. They will be provided with a visitor's badge that they should wear at all times while on campus. Students may bring guests to school only with prior approval from a Deans of Student Life or the Head of Upper School. The host student is responsible

for the behavior of his/her guest. Guests must comply with Holland Hall behavioral guidelines.

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.

Other

Holland Hall is blessed to have a beautiful 162-acre campus that should be enjoyed in many ways. Students who wish to take advantage of the campus trails and fields during the school day must notify either the Deans or the Head of Upper School of their intent. It is always wise to be accompanied by a buddy and carry a cell phone.

Should students encounter strangers, observe suspicious or illegal behavior of any kind, they should immediately report their observations to any faculty member. That faculty member should promptly notify campus security and/or Debra Silkman.

Miscellaneous

Student as Dependent

Students are treated as dependents of their Parent/Guardian until graduation from Holland Hall. If the student is over 18 and objects to this policy, an exemption can be requested and must be filed with the Head of School prior to the date of the student's 18th birthday.

Building Hours

The Walter Academic Building will be accessible to students with their student ID on school days from 7:00 a.m. until 5:30 p.m.

Lost and Found

The Lost and Found area is located in an alcove on the south side of the Barnard Commons. Name tags or imprints on sweaters, jackets, tennis shoes, eyeglasses, and other personal items will hasten the return of lost articles. Students should write their names on the identification sticker on the front cover of each textbook, as well as inside the cover.

Movie/Video Policy

Holland Hall School will honor the movie ratings system established by the Motion Picture Association of America (MPAA), 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 Head of the Upper School. In such cases, timely parental notification is required, and the activity may only be offered on an optional basis.

MPAA Ratings:

G General Audiences – All ages admitted.

PG Parental Guidance Suggested – Some material may not be suitable for children.

PG-13 Parents Strongly Cautioned – Some material may be inappropriate for children under 13.

R Restricted – Under 17 requires accompanying parent or adult guardian.

NC-17 – No one under 17 admitted

Parent and Student Access to Personal Files

A parent requesting access to his or her child's personal file will be permitted to review the file in the presence of a school staff member designated by the Upper School Head. 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 the Upper School before being acted upon. Faculty and staff must take care to preserve the confidentiality of information within student files. Requests by parents or legal guardians for release of transcripts or other student records can only be honored after the parent or guardian completes and signs Holland Hall's Transcript Release Form.

Food Delivery

Students are not permitted to have food delivered to campus, even by a parent.

Student Medications

Students are not allowed to carry any medication at school. If a student requires medication during the school day, the medication and an "Authorization for Administration of Medication Form" must be provided to the school nurse. The medicine must be current, and brought in the original container, properly labeled with the student's name and instructions. The medication will be kept locked in the nurse's office and dispensed as prescribed. Acetaminophen (Tylenol) and Ibuprofen (Advil, Motrin) are available from the nurse upon request of a student, if parental permission is given on the Holland Hall online Emergency Authorization Form. Aspirin products are not given unless prescribed by a physician.

Upper School students with asthma may carry an inhaler upon completion of an "Authorization for Administration of Medication Form" and an "Asthma Contract." These forms are available from the nurse. Students are asked to notify athletic coaches regarding medical conditions that require the use of an inhaler. If a student is relying on a rescue inhaler with increasing frequency, the nurse should be informed.

A student with a life-threatening allergy or diabetes must provide the nurse with the required medication and treatment plan. The school nurse and pertinent faculty members should be notified of the medical condition to help ensure the student's safety. Under no circumstances will sharing of medication between students be tolerated.

Student Messages/Telephone Use

In order to promote students' personal responsibility, parents are asked not to leave phone messages with the Upper School office to remind students of medical appointments,

personal appointments, or any extracurricular activities. In the case of an emergency, however, a message will be delivered to the student.

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

Textbooks/Buyback

Students purchase or lease textbooks through MBS Direct. This is a mail order textbook supplier, which currently serves thousands of students nationwide. MBS maintains a current list of our courses and the books for those courses. Students can access the MBS Virtual Bookstore via the Holland Hall website or by calling MBS Direct at 800-325-3252 and providing the school name, site, program or course name. Books can be paid for by Visa, MasterCard, Discover or American Express and will be shipped within 24 hours of the order. Textbooks are delivered via UPS by one of three methods: Ground, Second Day Air, or Next Day Air.

The Upper School will notify parents when course lists have been posted in the Parent Portal (by mid-July). Families will then access the MBS Virtual Bookstore to review the required textbooks. Books purchased at MBS may be returned during the first two weeks of school for full reimbursement as long as they do not have any marks on or in them.

Book Online Buyback: Holland Hall participates in the MBS online buyback program at the end of each school year. The online buyback offers an opportunity to recover some of the costs of books as well as putting used books on the MBS shelf for next term. Thus, the overall costs of textbooks are reduced. Three simple steps are necessary to participate in the online buyback: an online quote must be created, an online FREE UPS shipping label must be printed, and arrangements must be made for UPS to pick up the books within two to four weeks after the end of the school year. MBS will mail a check to the home within a few weeks of the receipt of the textbooks.

MBS Direct has become a part of Barnes & Noble Education, Inc (BNED) and, going forward, will be known as Barnes & Noble College (BNC) K-12, Powered by MBS.

Infectious Disease

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: 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.

Confidentiality: The identity of students who have a CID will be treated as confidential and will be disclosed to persons necessary for the protection of the student and the community. The personnel made aware of a student's condition will be determined on a case-by-case basis by the Head of School.

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 gotohh.org/postconcussion or [HERE](#).

Holland Hall, in compliance with all applicable Federal and State laws and regulations, does not discriminate against qualified individuals on the basis of race, color, national origin, sex, religion, sexual orientation or disability in any of its policies, practices, or procedures. This includes, but is not limited to, admission, financial aid, and educational services.