



Holland Hall  
Upper School

STUDENT & PARENT  
HANDBOOK

2011 - 2012

August, 2011

Dear Upper School Students and Parents,

I am delighted to welcome you to the 2011-2012 school year in the Upper School. I hope your summer has been relaxing and rewarding and that you are looking forward to a school year filled with new challenges and opportunities.

This handbook is the result of much thoughtful preparation and hard work by many faculty members. It contains useful information about academics, student conduct, school procedures, activities, and events. The handbook can be considered our “operating manual.” The information contained in these pages is crucial to our ability to operate our school successfully. I hope that every Upper School student and parent will take the time to read the handbook and become familiar with its contents. A successful partnership between school and home begins with the need to understand the rules and procedures that are crucial to making such a partnership function well.

This handbook is a living document. A number of revisions and updates have been added since last year to reflect some changes in personnel and procedures. The major revisions will be discussed at school with all students during our morning meetings and advisor group meetings. What has not changed, however, is the fact that we place a very high degree of trust in every student in the Upper School. Along with that trust comes the expectation to behave responsibly and with integrity and to contribute positively to the life of the school. The information in this handbook will help you to satisfy those expectations.

Please feel free to call or e-mail me here at school if you have questions about the material contained in this handbook or if you need additional information about the Upper School. I look forward to a great year in 2011-2012.

Sincerely,

A handwritten signature in cursive script that reads "Dennis L. Calkins".

Dennis L. Calkins  
Head of the Upper School

## **Whom to Ask**

Everyone has questions. The following persons are readily available to help in the areas outlined below. They are available by telephone from 8:00 a.m. to 3:15 p.m., Monday through Friday. The school telephone number is: **918-481-1111**. Please consult your directory for extension numbers.

### **Absences/Attendance**

Mrs. Schale

### **Academic Policy**

Mr. Calkins

### **Academic Scheduling**

Student's Advisor

### **Admission**

Mr. Hart

### **Advisor/Advisee System**

Mr. Calkins

### **Arts Program**

Mr. Dyer

### **Athletic Program**

Mr. Heldebrand

### **Chaplain**

Rev. Scrutchins

### **College Counseling**

Ms. Housh

Mr. Casey

Mrs. Cooper

### **Student Activities**

Dr. Boots-Marshall

### **Community Service**

Ms. Baumann

### **Discipline/Deans**

Grade 9: Mr. Muir

Grade 10: Ms. Cauthon

Grade 11: Mr. Casey

Grade 12: Mr. R. Spencer

### **Driver Insurance/ Good Student Verification**

Mrs. Martin

### **Emergencies/School Closings** 918-481-1111 or [www.hollandhall.org](http://www.hollandhall.org)

### **Facilities Use**

Mrs. Wasson

### **Finances**

Mrs. Kelly

### **Grades, Course selection, or Specific Academic Problems**

Student's Advisor

### **Learning Resource Center/ Student Assessment Program**

Mrs. Brokaw

### **Transcript Requests**

Grades 9-10: U.S. Office, Mrs. Martin  
Grades 11-12: College Counseling Office,  
Mrs. Vance

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# **The Holland Hall Partnership**

## *Students, Teachers, Parents*

The best education occurs in a community in which the student, the teacher, and the parent work in partnership. Such partnerships involve trust, mutual respect, and common understanding. Positive connections between home and school have a direct benefit to every student's learning. Even though different perspectives are understandable when educating a student, and while conflicts sometimes occur, communication and cooperation are essential in helping every student succeed.

As a college preparatory school responsive to the needs of the individual, Holland Hall is a community that requires the resources and commitment of everyone involved. As a self-governing independent school, Holland Hall is built on voluntary relationships. The school offers a challenging and creative curriculum and also strives to understand and appreciate each student and his or her educational needs. Ongoing communication about how to provide quality education for each child is essential.

The school holds a number of beliefs about learning. They include the following:

- ◆ Learning is a lifelong process that requires an open and inquiring mind as well as the development of skills for intellectual pursuit.
- ◆ Optimal learning occurs when students, each of whom learns in a unique and complex way, have the greatest awareness of their own strengths and weaknesses.
- ◆ The more the teacher and the student know about learning, the more effectively learning develops.
- ◆ A key goal of education is to have the student assume responsibility for learning.

These beliefs should be seen in the context of the following:

- ◆ Holland Hall specializes in a strong liberal arts program and is most valuable for students who have the ability and determination to succeed in college.
- ◆ A college preparatory curriculum can and should be developmentally appropriate to students' age and grade level.
- ◆ High-achieving students typically find Holland Hall, with its emphasis on excellence, an exciting and enriching place to learn.
- ◆ Holland Hall teachers believe that young people need the opportunity to discuss ideas openly, question opinions intelligently, and learn in an environment that is conducive to inquiry.
- ◆ As an Episcopal school, Holland Hall seeks to develop in its students a sense of self-awareness, responsibility, and service to others.
- ◆ Holland Hall strives to cultivate many forms of diversity among its students and faculty.
- ◆ While the school welcomes a range of students, it cannot remediate students requiring exceptional attention or accommodation.
- ◆ While the Primary, Middle, and Upper Schools have specific practices based on the ages of the children who attend them, all divisions share a common philosophy that includes a commitment to providing a strong education for each student.

# PROGRAMS

## ***Academic Program***

The graduation requirements, the curriculum, and the descriptions of all course offerings are described in the Curriculum Guide, which is available from the student's advisor or the Head of the Upper School.

## ***Athletic Program***

The athletic program at Holland Hall includes interscholastic varsity competition for girls and boys, fitness activities, and other support programs. The various offerings and the graduation requirements are set forth in the Curriculum Guide mentioned above.

## ***Religious Program***

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

## ***Arts Program***

The arts at Holland Hall are made up of four main components: Music, Visual Arts, Theater, and Dance. Each component offers opportunities through both curricular and extracurricular activities. The Upper School Curriculum Guide outlines all of these options. Notices and announcements are made throughout the year concerning extra-curricular offerings in the arts.

## ***Learning Resource Center***

The Learning Resource Center offers support services to enhance or extend learning skills for students who have special learning needs. The Learning Specialist offers assistance with learning strategies that include: time management, organizational skills, note taking, test taking, and listening efficiency. Students needing help with these skills should make an appointment with the Learning Specialist.

Peer Tutors are available in most academic areas for any upper school student. Referrals must come from a teacher and be approved by the Learning Specialist. Peer Tutors will not be available to students who have a C average or above.

## ***Alternative Testing Arrangements***

Holland Hall assumes no obligation to provide alternative testing arrangements for any student who pursues psycho-educational evaluations from outside agencies. Holland Hall offers screening instruments which can identify patterns indicative of Learning Disability (LD) and/or Attention Deficit Hyperactive Disorder (ADHD) characteristics. All screening instruments used reflect faculty, parent, and student input. The Holland Hall faculty strives to cooperate with outside agencies when making recommendations for accommodations, such as extended time testing. Outside agencies do not have the advantage of daily interaction with our students and quite frequently make recommendations that are unwarranted. All referrals for outside testing of students must be initiated through the Learning Specialist and the Head of the Upper School.

The Educational Testing Service (ETS) sets the following standards for non-standard SAT I or II and ACT: “To be eligible, the student must: have a disability that necessitates testing accommodations, have documentation on file at school (IEP, 504 Plan, LAP and/or a comprehensive evaluation by a qualified professional that states a diagnosis of LD and/or ADHD and the need for accommodations), and the student must be receiving accommodations for classroom tests and/or standardized tests provided by the school.”

Any student who has not been qualified for accommodations at Holland Hall may still apply for accommodations on an SAT Program test. To request an exception to the accommodations requirement, the student should submit a psycho-educational evaluation to the College Board by the registration deadline explaining why the student needs testing accommodations. The details of this procedure may be found in the College Board publication, SAT Services for Students with Disabilities or by visiting [www.collegeboard.com/ssd/](http://www.collegeboard.com/ssd/). For purposes of non-standard college admissions testing, the Upper School Learning Specialist is designated as the Coordinator of Services for Students with Disabilities.

### ***Extended Time AND ALTERNATE FORMATS Testing Guidelines for College Admission***

Holland Hall Upper School offers accommodations that are not available at a national test center on a national test date i.e., more than time-and-a-half testing time; testing over multiple days; other test formats such as Braille, audiocassette, or a reader.

In order to utilize extended time testing or any other available accommodations, the student must meet the following qualifications:

- 1) The student must meet ETS (Educational Testing Service) guidelines for eligibility.
- 2) An administrative fee will be assessed by Holland Hall for administration of extended time tests. When four or more students are tested on the same date, a fee of \$40.00 will be charged to each student in addition to the regular fees charged by ACT and the College Board.

### ***College Counseling***

Holland Hall has a team of three full-time college counselors to assist students and parents in the college selection process. While the college counseling program reaches into the freshman year, students are officially assigned college advisors in the spring of their junior year. An individual conference with each junior student, each student’s family, and the college advisor initiates the formal selection and application process. Families continue to work closely with the college advisor throughout the senior year during the application and decision phases. Students are encouraged to visit colleges throughout their high school careers and to take advantage of the many representative visits to Holland Hall each year. The College Counseling Department hosts several information meetings for parents and students throughout the academic year and publishes a newsletter.

### ***Student Assessment Program***

The school is concerned about each student’s emotional as well as academic well-being. Issues of emotional distress have an indirect but clear impact on the ability of students to function effectively, both in and out of the classroom.

To address these problems, Holland Hall’s Upper School has adopted the Student Assessment Program (SAP). The SAP is designed to provide the school with the ability to connect emotionally at-risk students with outside professional help. A student recommended and approved by the Head of the Upper School for assessment will receive three visits without charge with the counseling services at a local hospital clinic. Following these initial sessions, or within a

shorter period, the hospital staff will recommend a course of action for further treatment or referral.

### ***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 Sheryl Springer in the Business Office must be notified of an accident as soon as possible if treatment by a doctor is required.

### ***Upper School Advisor System***

Each student at Holland Hall is assigned an advisor. The purpose of the advisor system is to allow for the close supervision of each student's progress and to make each student aware that there is one person in particular on the faculty who is keenly interested in and knowledgeable of their status in every phase of school life.

The advisor load varies from four to ten students. The advisor is available for discussions about curriculum, selection of courses, information about grades and comments, and general guidance and counseling. Whenever a teacher has some important perceptions about a student, they should be relayed to the advisor. The advisor is the person with whom a faculty member or parent will communicate about a concern or for quick action. The advisor is the number one communication link between the family and the school. Twice each year, in the fall and spring, parent-student conferences may be scheduled with the advisor.

It should be stressed that '*informal*' guidance of the sort carried on by most of the faculty is not precluded by this system. It frequently happens that some students will develop a relationship with a teacher other than their formal advisor, and we encourage a close student-teacher relationship wherever it takes place.

### ***The Modular Schedule***

Holland Hall operates on a six-day cycle of classes. These days are identified by the letters A through F and rotate continuously throughout the school year. Each day has 18 modules (mods) of 22 minutes. Classes vary from two to three mods in length based on the needs of the class.

The modular schedule is unique due to its versatility and allowance for a wider variety of learning opportunities during the school day outside the traditional classroom schedule. Academic learning situations include: the classroom, working with small groups of students on the same problem, individual preparation, extra help with a teacher in small groups, individual conferences with a teacher, supervised study, independent projects and use of the facilities such as the library or computers.

The non-academic possibilities are: working on school activities, conferring with an advisor or teacher on a personal matter, enjoying a creative spree in the fine arts, socializing with others or rest and relaxation.

By providing a variety of daily and weekly schedules, the modular schedule minimizes the day-in, day-out monotony of a traditional schedule. The schedule also provides learning opportunities in responsibility, time management, and decision-making skills. Although each day of the cycle may vary, they all begin with Upper School Morning Meeting held between 8:00 and 8:15 a.m. Morning Meeting, which provides a forum for the exchange of information and important announcements, is a daily event in the school community and is attended by all faculty, staff, and students.

## ***Student Organizations***

The school day at Holland Hall is supplemented by activities, clubs, and organizations. These are designed to help each student become involved in school life outside the classroom. All students are encouraged to participate in one or more organizations along with their regular classes. Possible activities include student participation in the governance of the school, community service, publications, drama, and special interest clubs. There are many opportunities for students to assume leadership roles in determining the tone and direction of the school.

- **The Student-Faculty Senate**

The Student-Faculty Senate, composed of elected students and faculty, is the legislative body of the school. The Senate has recommendation powers in all areas of the curriculum and school life in general, with its decisions and recommendations subject only to the Head of the Upper School's veto.

- **The Student-Faculty Honor Council**

The Student-Faculty Honor Council, composed of elected students and an equal number of elected faculty, meet with students who have violated major school rules. The Council is given the responsibility of recommending a course of action to a dean, subject to approval of the Head of the Upper School.

- **Student Council**

The members of this student-elected organization are dedicated to generating enthusiasm for Holland Hall and facilitating communications between students and administration. The Student Council sponsors a number of activities during the year ranging from all-school parties to community service projects. Election of officers is in April for the following year.

## ***Special Interest Clubs***

As a means for providing experience in organization, leadership, cooperation, and service, Holland Hall encourages the development and activities of numerous and varied special interest clubs. Each club is required to provide a booth at Field Day. Organizational meetings are held early in the school year.

**Note:** If a group of students wishes to form an organization or club, they must recruit a faculty sponsor and gain approval by the Student Council. Meetings and activities may be held during A Day meeting mods when available.

## ***Publications***

- **Eight Acres**

The school yearbook focuses its attention on the people within the school community and their many activities. Published each school year, the yearbook encompasses the life of the entire school. A wide variety of opportunity exists for interested students.

- **The Hallway**

The Hallway is the student newspaper published regularly in the Upper School. Any student may participate in the publication of the paper. The opportunities available to interested students include writing, photography, editing, layout, advertising, and circulation.

- **Windmill**

The Windmill shares with the Holland Hall community the creative efforts of the students within the entire school. Published yearly, it features fiction, non-fiction, poetry, artwork, and photography.

### ***Honor Societies***

- **Cum Laude Society**

The Cum Laude Society is a national honor society recognizing outstanding academic achievement. Each spring an induction ceremony is held for new members. Membership is limited to a small number of juniors and seniors who meet the criteria set by the Cum Laude Society.

- **Foreign Language National Honor Societies**

Holland Hall has formed chapters of National Honor Societies in Chinese, French, Latin, and Spanish. These societies recognize outstanding intermediate and advanced students of the individual languages who have made a significant contribution to their adopted language and to the life of the school.

### ***Community Service***

The Community Service Program in the Upper School is an extension of the school's mission to foster in every student a deep sense of social responsibility. The program seeks to create in every student a life-long commitment to service in the school, the local community, and the world at large.

The program is overseen by the Community Service Coordinator and by a service learning board. The service learning board is charged with establishing and maintaining contacts within the Tulsa community for service opportunities, publicizing and promoting service opportunities, and encouraging student involvement in service activities through advisor groups, clubs, classes, and school-wide projects.

# ANNUAL SCHOOL EVENTS

## ***Convocation***

During the second week of the school year, the entire student body gathers in the Branch Theatre for the annual Convocation Ceremony. The ceremony is preceded by a processional from the Charles H. Brown Field to the theatre during which older students are paired with younger students.

## ***Freshman Orientation***

Freshman Orientation is conducted in the Wichita Mountains Wildlife Refuge near Lawton, Oklahoma in late September and early October. The purpose of Freshman Orientation is to provide the 9th grade class with a significant bonding experience early in the year. The entire grade is divided into two groups. Each group camps in the refuge for two nights. The large groups are divided into small patrols led by an Upper School teacher and two upperclassmen. Each patrol remains together, cooking, sleeping on the ground (under a tarp), and carrying out other activities. During the day, groups hike, explore, and rock climb. The patrols are always accompanied by faculty leaders. Detailed information is mailed to parents in September.

## ***Field Day***

Every fall, grades 4-12, with the aid of faculty and parents, stage an outdoor carnival at Holland Hall. The Upper School Student Council sponsors and organizes the event. The purpose of Field Day is to bring the various school divisions together in an atmosphere of fun and entertainment while providing money for class and club treasuries.

## ***Service of Lessons and Carols***

This annual Advent service, held at Trinity Episcopal Church, is a combination of traditional Biblical lessons and carols performed by the Holland Hall Chorus for students and parents. It is presented by Holland Hall to the community-at-large as an offering in the spirit of the season. Upper School student attendance is required. If there are religious objections to this attendance, a written request to be excused must be submitted to a dean prior to the service.

## ***Junior Parent Night***

Every winter, the College Counseling department hosts an evening information program for parents of juniors. Important topics related to college search and selection are discussed and advisor assignments are announced for the senior year.

## ***Deans' Night***

As part of the college counseling program, Holland Hall annually invites deans of admission from various colleges and universities to visit our campus. Each visit includes presentations to students, class visits, tours of the campus, and an evening program for parents during which the deans discuss current topics related to college admissions.

## ***Book Fair***

The Holland Hall Book Fair is an annual fund-raising project sponsored by the Holland Hall Parents Association. Books are solicited to be sold with the proceeds contributed to the school to support program development and implementation. Parents and students spend many hours organizing this annual event. Individual and class competitions are held at the Upper School preceding the fair, and students are encouraged to gather books for inclusion in the weekend event.

### ***ISAS Fine Arts Festival***

The Independent Schools Association of the Southwest annually sponsors a Fine Arts Festival in the spring at one of its member schools. Representatives from schools throughout the Southwest meet to share their talents in art, photography, music, theater, and dance during the three-day festival. Holland Hall is one of the strongest participants in this annual program.

### ***Cum Laude***

The Cum Laude Society is a national honor society for students of high school age that is patterned after the Phi Beta Kappa Society at the university level. Holland Hall's annual induction ceremony is held each spring. Up to 20% of the junior and senior classes are eligible for membership based on their academic performance and citizenship.

### ***Dutch Weekend***

The traditional formal dance occurs on the Saturday night of Dutch Weekend and is the highlight of the weekend activities. The formal dance is sponsored by the Student Council and is open to any Upper School student. An Upper School student may bring a date from another school. Holland Hall Middle School students are not permitted to attend.

### ***Senior Intern Program***

Each spring, the senior class leaves the traditional classroom to experience life outside the school. Under the supervision of faculty intern advisors, the student interns record their findings on the job in journals and write essays about their intern experience. Student experiences are evaluated by the students, the advisor, and the employers. Satisfactory completion of the program is a requirement for graduation.

### ***Awards Assembly***

The Upper School Awards Assembly is held annually in the Branch Theatre during the last week of the school year. Students are recognized by the various Upper School departments for their academic performance in class and for their contributions to the school in clubs, organizations, and community service activities.

### ***Baccalaureate***

Baccalaureate is a traditional religious service held at St. John's Episcopal Church in honor of the graduating seniors. Parents and friends are welcome to attend.

### ***Commencement***

Commencement is the culmination of a student's academic journey through Holland Hall. Special awards are presented to students for outstanding overall achievement, for athletic accomplishment, leadership, and for major contributions to school life. Diplomas are given to Seniors by the Head of School and Chair of the Board of Trustees as a symbol of the successful completion of the students' academic career.

# UPPER SCHOOL FACILITIES

## ***Walter Academic Building***

The Frederick B. Walter Academic Building is open to students at 7:15 a.m. on school days. After 3:30 p.m. there is limited faculty supervision in the building. Students participating in athletics, or other school activities, should take their books with them to their specific activity.

Each student is assigned a locker in the Walter Academic Building which is expected to be maintained throughout the school year. Since no lockers have locks, students should respect the privacy of others. *Placing valuable items in student lockers is strongly discouraged.*

The **Barnard Commons** is the center of Upper School student life at Holland Hall. Important notices, weekly schedules, college posters, and other items of interest are posted on the various Commons bulletin boards and class pillars.

The **Chapman Library** offers Holland Hall students alternatives for constructive use of their unscheduled time between classes. Students are encouraged to use the library to study and to read for pleasure. The library's large and varied collection includes books, periodicals, videorecordings, online databases, and more. Students may check out laptop computers and other kinds of equipment from the library. *Users assume responsibility for all items checked out from the library. Checked out laptops and equipment should never be left unattended or handed over to another student without proper check-in and check-out to the new user. Unless arrangements are made with library staff, laptops are to remain in the library. Students will be charged for any computer, computer part, or piece of equipment that is lost, stolen, or damaged while checked out to them.*

The library also offers a photocopier for student use.

## ***Walter Arts Center***

The Pauline McFarlin Walter Arts Center is designed to support the arts curriculum at the school. The building houses a 1200 seat auditorium, studio theater, dance studio, workshop and facilities for both choral and instrumental music. In addition, there is an arts complex for two and three dimensional arts, including still and video photography capabilities, a gallery for display of student and professional artwork, and audio and video recording studios. The Arts Center is used by all three divisions, as well as by community groups, for performances, assemblies, and special events.

## ***All Saints Chapel***

The chapel is the center for spiritual gathering. Required chapel services involving all students and faculty are held once per cycle. Optional communion services, open to the entire school community, are held on Thursday mornings at 7:15 a.m. in the All Saints Chapel. The chapel is open all day for any individual to use for personal spiritual needs.

## ***Flint-Williams Gymnasium***

The Flint-Williams Gym is the center of all indoor athletic activities at the Upper School. In addition to basketball and volleyball, a full weight-training facility is located in a separate building just to the east of the gym.

A student with unscheduled time during the school day may use the gymnasium during posted hours for recreational exercise. No street shoes should be worn on the gym floor. During each varsity season and physical education activity, lockers and combination locks will be available.

### ***Fields/Trails***

Holland Hall has many fields for sports. There are twelve tennis courts and two baseball diamonds located on the east side of the campus. There are three football-soccer and two field hockey-soccer playing fields. An eight lane all-weather track and stadium complement the lighted football and soccer complex. Near the south end of the campus is a softball diamond. In addition to the playing fields, there are also two walking/running trails on the campus. The Dutchmen Loop is a one mile trail that circles all of the playing fields on the western side of the creek. The Campus Loop is three miles in length and meanders through the entire campus, including the hills on either side of the school's property.

Students are not allowed to use the fields/trails during the school day without the permission of the appropriate dean.

### ***Parking Lots***

The school emphasizes safety and caution while students drive to and from school, as well as on campus. Failure to operate in a safe manner may result in a student losing his or her driving privileges.

Specific parking areas for students and faculty are designated on the back cover of this handbook. For visitors to the campus and those who require handicapped access, spaces are available in front of the Walter Arts Center, behind the Duenner Science, Math, and Technology Center, and near the entrance to the Upper School Gymnasium. Due to the need for bus and delivery vehicle access to the front of the Upper School building, no parking is permitted at any time on either side of the circle drive. No parking is allowed between the lots or on grassy areas. Parents and students should also note that the circle drive in front of the Upper School is one way only.

Students are not allowed to enter the parking lot during the school day without the permission of a dean.

### ***The Refectory***

Located in the lobby of the Flint-Williams Gymnasium, the Refectory serves breakfast and lunch in the Upper School. In addition, the Refectory serves as a student lounge during the times before and after lunch.

## ADMINISTRATION

### ***The Head of School*** John D. Marshall

The Head of School is ultimately responsible for every aspect of the operation and management of the school. Students are encouraged to visit with the Head of School by arranging appointments with Mrs. Dulany.

### ***The Head of the Upper School*** Dennis Calkins

The Upper School Head is responsible for the overall supervision of the academic, religious, extracurricular, athletic, disciplinary, and counseling areas of the program. He also coordinates curriculum development, provides information to the Holland Hall community, and supervises scheduling and overall planning of student programs as well as all Upper School faculty and faculty-student committees.

### ***The Deans of Students*** Phil Muir (9) ▪ Amy Cauthon (10) Brent Casey (11) ▪ Richard Spencer (12)

The Deans of Students, under direction of the Upper School Head, are responsible for the overall disciplinary tone of the school and for overseeing, establishing, and enforcing the disciplinary procedures. Those areas include tardies, class cuts, uniforms, and building cleanliness. Major infractions of school guidelines are dealt with by the Student-Faculty Honor Council called to order by the appropriate dean.

Additional non-disciplinary tasks of the Deans include supervising attendance, dealing with student injuries and illnesses, and supervising traffic and parking.

### ***The Coordinator of Student Activities*** Jennifer Boots-Marshall

The Coordinator of Student Activities is responsible for all Upper School activities of a non-athletic, non-academic nature. She is responsible for overseeing the scheduling of all extra-curricular events, building and room use. Calendar items should be brought to her attention.

### ***The Director of the Walter Arts Center*** Steve Dyer

The Director of the Walter Arts Center is responsible for working with the Arts Department in scheduling and providing support for all school arts performances and programs. He also functions as the Arts liaison between Holland Hall and the Tulsa community.

### ***The Director of Athletics*** Steve Heldebrand

The Director of Athletics oversees the athletic program of the school, deals directly with the coaches and their programs, establishes sports schedules, and supervises the care and use of all athletic facilities. Students who wish to be excused from athletics due to illness must clear the absence with him before 8:30 a.m. each day.

### ***The Department Chairs***

The Department Chairs report to the Head of the Upper School and are responsible for the day-to-day operations of their individual department. These responsibilities include supervision of department faculty, curriculum, textbooks, and budget. A complete listing of coordinators by department follows:

<b>Athletics/Physical Education</b> .....Mr. Heldebrand	<b>Mathematics</b> .....Mrs. Holmes
<b>College Counseling</b> .....Ms. Housh	<b>Network Administrator</b> .....Mr. Finch
<b>English</b> .....Dr. Berglund	<b>Religious Studies</b> .....Fr. Scrutchins
<b>Fine and Performing Arts</b> .....Mr. Dyer	<b>Science</b> .....Ms. Harris
<b>Foreign Language</b> .....Mrs. Glover	<b>Social Studies</b> .....Mr. Sweeney
<b>Library</b> .....Mrs. Niver	<b>Support Services</b> .....Mrs. Brokaw
	<b>Technology Resources</b> .....Mr. Ford

# POLICIES AND PROCEDURES

## *Academics*

### Grades and Reports

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

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

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.

Written comments evaluating student performance are provided periodically throughout the school year. Following the first and third quarters, 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 sent home four times during the school year: October, December, March, and May. In December and May, final examinations over the term's work are administered.

### Grade Point Average and Transcripts

The official Holland Hall transcript shows semester and year-long grades only. For year-long courses, credit is earned based on the year-long grade only.

Grade point average (GPA) is calculated using year-long grades for full year courses receiving one full credit. For semester-long courses, one-half credit will be used in GPA calculation using the semester grade.

Credit for year long courses will be awarded based upon the final year grade given in May.

A student may choose to repeat a course in which he/she 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. 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.

### Adding or Dropping a Course

Students may add or drop a course within the first 12 school days of each semester as long as all required signatures are obtained on the schedule request form.

After the first 12 school days of the semester, a student may NOT add a new course. 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 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 a serious issue at Holland Hall. Flagrant incidents of plagiarism, collusion, or other forms of cheating will be referred to the Student-Faculty Honor Council. Other incidents of plagiarism, collusion, or cheating will be referred to a dean who will notify the student's parents of the offense by letter. A copy of the letter sent home will be placed in the student's school file. Second offenses, even if minor, will result in the student being referred to the Student-Faculty Honor Council. In any cases of plagiarism, collusion, or other forms of cheating, the teacher may assign the student a zero grade.

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.

### **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% (one letter grade).
- 3) After three academic days, the teacher will report the tardy assignment to the student's advisor and the proper dean. Parents will be notified.
- 4) A student who has not submitted the overdue work in satisfactory form after ten academic days will be suspended from school until the work is completed. The suspension will be classified as an "*unexcused absence*." If the ten academic day limit is interrupted by a major holiday period, the teacher will set an appropriate due date.
- 5) All major essays, research papers, and other major tests and assignments must be turned in, even if they are to receive a "zero."
- 6) A grade of Incomplete (I) may be recorded when a grade cannot be calculated because required work is missing, and the ten academic day make-up period has not yet expired. **All incomplete grades must be made up within two weeks following the marking period. Failure to do so may result in a grade of "F" for the marking period.**

**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 for the quarter or semester.

### **Academic Probation**

The academic record of each student is subject to periodic review by the Upper School Faculty and the Upper School Head to determine if the student is performing at the level expected of him/her. If a student's work falls below the level expected, he/she may be placed on academic probation by the Upper School Head and required to improve his/her record or be subject to removal from the school.

### **Demand Schedule**

At various times during the academic school year, it may be decided by the student, his advisor, or his teachers 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.

### **Study Station Rules and Procedures**

- 1) The Study Station is to be a center for *silent* study. Group study is not allowed.
- 2) Students who are on demand are to follow the study station rules and procedures.
- 3) When the student enters the study station, he/she must submit his/her demand schedule to the faculty proctor.
- 4) When the student leaves the study station, the faculty proctor will initial those mods the student spent in the study station.
- 5) While in the study station, the student must engage in silent study. Talking is not allowed. Students are expected to sit upright at a study table - not lie down and sleep. Computer usage is limited to academic work.
- 6) Individual make-up tests can be administered in the study station if the instructor will give the faculty proctor complete instructions about administering the test. The faculty proctor must be given the exam by the instructor and must return the completed exam and exam materials to the instructor.
- 7) If the student does not follow the rules and procedures in 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. If additional support is needed, a peer tutor can be assigned through the learning resources specialist, Mrs. Brokaw.

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 insure that instruction at school and from the tutor is consistent and appropriate.

### **Honor Rolls**

Honor Rolls are determined at the end of each semester. Semester grades are used to determine eligibility.

There are two levels of Honor Roll. The **Head's 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).

### **Attendance**

Regular attendance is a critical component in the educational experience of every student in the Upper School. Excessive absences from a class require extra time and energy from both the student and teacher to make up work that has been missed. In addition, absences from classes that are discussion-based often result in students missing out on information and experiences that are impossible to make up.

### Daily Attendance

Students should be in attendance the entire academic day regardless of their class schedule (see section on modular schedule). IF A STUDENT IS ABSENT FOR THE SCHOOL DAY, HE OR SHE MAY NOT ATTEND OR REPRESENT THE SCHOOL THAT DAY OR EVENING IN ANY SCHOOL-SPONSORED EVENT.

### Number of Absences Allowed

If a student accumulates one cycle of absences in any class during one semester, whether excused or unexcused, the teacher will notify the dean. (One cycle of absences is defined to be the number of meetings scheduled for a class during one cycle. Examples – Drawing – 3 absences, Geometry – 5 absences, AP Chemistry – 6 absences). The dean may choose to talk with the student and/or call home to make parents aware that the number of absences has become excessive and what action may be taken in the event of further absences.

If a student accumulates two cycles of absences in any class during one semester, whether excused or unexcused, the student will appear before the dean and the Head of the Upper School. During this meeting, the nature and causes of the absences will be discussed.

### Policies

1. Students who arrive in class at least 10 minutes late are counted as absent for that class.
2. Two class absences for off campus college visitations for juniors and seniors will not be counted toward the totals defined above.
3. In order for a doctor or dental appointment to be considered excused, a written note from the doctor's office must be submitted to the Attendance Office when returning to school whether the return is the same day or the next day. 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.
4. In order to be readmitted to school, students who are absent for four or more consecutive days due to medical reasons must produce a doctor's note. Without a note, the absences will be counted as unexcused and immediate disciplinary consequences (see below) may result.
5. Students who are absent from a class for two class meetings during a semester when tests or large assignments are due may be subject to immediate disciplinary consequences (see below).

### Consequences

Consequences of having accumulated two cycles of absences in any course may include:

- Failure to receive credit for the course
- Honor Council
- Demand Schedule and/or loss of Senior Privileges

The severity of the consequences will be determined by the number of excused vs. unexcused absences and the willingness and cooperation of the student to make up work that was missed due to the absences in a timely manner. (See Page 20 for the definition of excused and unexcused absences).

### Reporting Illness

Parents are to call the Attendance Office's voice mailbox (481-1111 x735 or 879-4735) before 8:15 a.m. to report an absence for the day. A phone call from the parent must be made each day the student is absent. **If a student is too sick or otherwise unable to report to school on time, he/she must remain at home the entire day.** This policy is designed to protect the health of the student and other members of the school community as well as discourage abuse of

the modular schedule. In special circumstances, with clearance from the dean, some late arrivals may be permitted.

### **Reporting Late Arrivals**

It is strongly recommended that medical appointments be made outside the normal school day. In the event an appointment can only be made during the school hours, parents must call the Attendance Office voice mailbox (481-1111 x735 or 879-4735) before 8:15 a.m. to report the late arrival.

### **Check - In**

All students are required to report to faculty monitors for roll check in the Barnard Commons daily between 7:50 and 8:00 a.m. Students arriving after 8:00 **must** check in as “tardy” with their class dean or sign in with Mrs. Schale in the Upper School Attendance Office. Excessive tardies will result in disciplinary action (see section on discipline on page 22).

**Students who have an approved late arrival are to sign in with Mrs. Schale in the Attendance Office immediately upon arrival at school.** This procedure is a safety precaution and aids in record-keeping.

### **Check - Out**

**If a student must leave school during the day for an appointment, a written note from a parent should be given to Mrs. Schale or to a dean prior to Morning Meeting.** In the case of an appointment conflicting with an athletic commitment, the note should be given to the Director of Athletics before Morning Meeting. 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 Mrs. Schale or a dean, who will attempt to notify a parent before the student receives permission to leave school.

Students involved in school organizations, i.e. Student Council, may periodically need to leave campus to run errands. In such a case, a note of permission written by a parent and signed by the dean and activity sponsor can be kept on file in the Attendance Office to excuse the student for the duration of his/her commitment to the activity. The student must still sign in and out in the Attendance Office.

**ALL DEPARTURES/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.**

### **Absences-Excused and Unexcused**

When parents anticipate a school absence for reasons other than illness, they should contact the appropriate dean to determine if the absence will be *excused or unexcused*. Students should pick up the proper absence form in the Attendance Office, fill it out, and return the completed form to Mrs. Schale in the Attendance Office before the absence.

Absences from school for the following reasons are excused absences: *illness, religious holidays, family emergencies, funerals, weddings of close family members, honorary situations (to receive an award, to perform at a special event--music, drama, youth symphony, etc.), approved academic and service events, and approved sports events for those in alternative sports.* With teacher permission, seniors and juniors are allowed to miss classes for college representative visits. Sophomores and freshmen are invited to attend college representative visits but only if they do not have a class. Forms for such visits are available from the College Counseling Office. Absences for reasons other than above are unexcused. **Note:** *Absence due to academic suspension and class cuts will be classified as an unexcused absence.*

If a student’s absence is excused, his/her teachers will assist him/her to make 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.

When a student is absent, he/she may obtain assignments in several ways:

- 1) Class assignment sheets
- 2) Teacher's web page
- 3) Contact classmates
- 4) Email individual teachers

If a student is absent for *three or more days*, parents may contact the student's advisor to obtain a compilation of assignments. Providing the advisor with an email address to which the assignments should be sent will facilitate the process.

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. Faculty are not required to assist students with tutoring or extra help following an unexcused absence.
- 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 will be subject to the 10% grade reduction described under late papers (see page 17).

### **Excuses to Leave School**

*Students are not to be excused from class except in the case of illness or family emergency. Only the school nurse may excuse a student from school due to illness.*

If at all possible, medical and other essential appointments should be scheduled when school is not in session or, if absolutely necessary, during unscheduled time. Parental permission in the form of a note signed by the dean will allow the student to leave for these appointments (see "Check-Out" section for procedures).

**Unscheduled time is considered valuable educational time and is not time for personal business. Students will not be allowed to use scheduled or unscheduled time for tutoring, private lessons, or personal business of any kind without the permission of the dean.**

### **School Closing Notice**

On rare occasions during the winter months, school will be canceled due to inclement weather. In the event of inclement weather, Holland Hall will choose from three options: Holland Hall will close, open, or if in session, dismiss early. The school will notify the community of its status (closed, open, or early dismissal) through the school's website, recorded on the school's main phone line and submitted to the following media outlets – KOTV, KTUL, KJRH, and FOX 23 as well as radio station KRMG. If school is cancelled, families should continue to check the school's website for updated information.

The DutchMAIL system will also be used to inform families of the status (closed, open or early dismissal) via email, text message and voice message. Families are encouraged to login to your DutchMAIL account to make sure your contact information and subscriptions are current and accurate.

Families should always put safety first when traveling during inclement weather. The school relies on 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 Ms. Schale as early as possible.

### **Senior Off-Campus Privileges**

Seniors are eligible to leave campus during their unscheduled time by authorized means provided they follow established conditions as developed by the deans 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.

### ***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. Girls blouses and skirts, and sweaters for both boys and girls are sold at C & J Uniforms of Tulsa. Hats may not be worn in the school buildings at any time, and visible tattoos are not permitted. Detailed dress requirements are available on the Holland Hall website.

### ***Discipline***

#### **Assumptions and Expectations**

The approach to discipline at Holland Hall aims at teaching students to be responsible citizens with the maturity to act accordingly. Decent, respectful behavior is expected of all students. It is assumed that students at Holland Hall will demonstrate the ability to take instructions, to show concern for the welfare of others, and to accept all school obligations responsibly. All possible trust is placed in the students and every means is used to encourage them to govern themselves.

All students are expected to comply with the policies and procedures for appropriate conduct established by Holland Hall. This responsibility commences when each student enrolls at Holland Hall and is an important part of the relationship between each student and the school. All students will be subject to control and discipline by members of the administration and faculty of Holland Hall in accordance with the policies and procedures adopted by the school.

#### **Major Infractions**

Major violations (*those that violate the guidelines listed below*) are handled by the appropriate dean and if warranted, are referred to the Student-Faculty Honor Council. The Honor Council then meets with the student to discuss the violation and to encourage the student to think through some of the repercussions of his/her behavior. After the discussion, the Honor Council recommends an appropriate consequence. The recommendation is subject to the final decision of the Upper School Head. Consequences can include specific or general probation. If the student is placed on specific probation, a return trip to the Honor Council for the same offense may result in suspension or separation from the school. If the student is placed on general probation, a return trip to the Honor Council for any offense may result in suspension or separation from the school. To keep rumors at a minimum and to bring closure to an incident, results of these decisions are announced in Morning Meeting. The announcement is a simple statement that gives only the person, the offense, and the consequences.

Disciplinary situations may arise in which the Head of the Upper School may find it necessary to act directly without reference to the Student-Faculty Honor Council. In such cases, the final decision as to the consequences will belong to the Head of the Upper School.

#### **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 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 and 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 over all good of all of the students of the school. Generally, students involved with the sale and distribution of illegal drugs, prescription drugs, and alcohol are going to be separated. 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 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:**

- 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 on campus, going to and from school, or at school sponsored events, 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. Students whose parents 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 consequence, 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 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 he/she has been harassed should report such actions to the Division Head, dean, school nurse, or the student's advisor. 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 he/she is being retaliated against should immediately bring it to the attention of the Division Head, dean, school nurse, or the student's advisor.

#### **Other Forms of Harassment**

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

- ◆ making racist comments

- ◆ making derogatory comments about religion
- ◆ making cruel personal jokes
- ◆ teasing about sexual orientation

No one should be allowed to harass anyone on the basis of sex/gender, race, color, religion, national origin, disability, sexual orientation, or ethnic background. Anyone who believes that he/she has been harassed as described above should report such action to the Division Head, dean, school nurse, or the student's advisor. The school will follow the complaint handling procedures set forth above regarding sexual harassment.

### **Bullying**

Bullying will not be tolerated at our school. Bullying occurs when a student is 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 he/she has been the victim of bullying shall report the incident(s) to the Division Head, dean, school nurse, or the student's advisor. 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.***

**Other major violations which may render a student subject to suspension or dismissal are as follows:**

- 1) Absence from school or class without permission.
- 2) Academic dishonesty - plagiarism and/or cheating.
- 3) Theft or the possession of another's property without permission.
- 4) Abuse of property - that of school or of another individual and/or vandalism.
- 5) Leaving school grounds during the school day without permission.
- 6) Failure to complete major assignments within 10 academic days.
- 7) Unauthorized or unsafe use of motor vehicles during the school day (on campus or going to and from school).
- 8) Use or possession of weapons on campus, at school functions, or on school trips.
- 9) Inability to fulfill norms of behavior implied by acceptance in the Upper School.
- 10) Excessive minor violations of school rules such as tardies, dress code, etc.

**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 suspension or expulsion.

### **Minor Problems**

Minor discipline problems both in and out of class (such as tardies, class cuts, uniform violations and inappropriate behavior) are handled by individual teachers, advisors or by the appropriate Dean as the need dictates. Multiple minor infractions could result in disciplinary consequences that are issued for major infractions.

**Uniforms** - When out of compliance with the school uniform, a student may be directed to pick up a demand sheet and spend all free mods, except one for lunch, in the Study Station for the next 24 hours. The demand sheet must be signed by both the demand proctor and by each teacher in each of the student's classes during that 24-hour period. The third uniform violation

per semester and each successive violation from the fourth to the sixth may result in full demand spent in the Study Station that same day. More than six uniform violations per semester may result in a referral to the Honor Council.

**Class Cuts** - Students cutting a class will be referred to the dean for disciplinary action. The third cut class and any subsequent cut class in a semester may result in an out-of-school suspension and/or a referral to the Honor Council.

**Inappropriate Behavior** - Out of consideration for their classmates and in keeping with good decorum, students should refrain from public demonstrations of affection (PDA).

### **Prohibited Conduct, Searches, and Reporting**

Weapons, controlled substances, and intoxicants are prohibited on school premises, in any vehicles utilized in connection with school related functions, and at any school sponsored or authorized function. All students are prohibited from attending school or a school related function under the influence of any controlled substance or intoxicant.

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

No student shall have an expectation of privacy from school administrators or faculty regarding the contents of lockers, desks, 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 appropriate dean, divisional head, or the Head of School any student who is reasonably believed to be under the influence or in the possession of any form of intoxicant or a controlled substance, or in the possession of a weapon. The dean and/or the divisional 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.

### **Technology Acceptable Use Policy**

Technology and networks provided by Holland Hall to faculty, staff and students are intended to be used for school related educational uses. All information and data on equipment provided by Holland Hall belongs to the School. No individual has an expectation of privacy regarding information or data residing or stored on Holland Hall equipment. This material may be viewed at any time by designated school officials, including information which travels on the School network.

Holland Hall employs a filter in a good faith effort to keep users from visiting sites that the School deems inappropriate. Individuals utilizing Holland Hall equipment and networks are prohibited from taking action intended to circumvent this filter. Using a "Smartphone" or other device that accesses other networks (such as cellular data networks) to get to sites that are blocked by Holland Hall's filtering system will be viewed as circumventing the filter. Circumventing the filter will subject the individual to disciplinary action.

Unapproved social networking sites are not allowed to be accessed on campus. Students who utilize social networks, texting, email or other forms of communication should take great care so that no code of conduct violations occur as a result of such activity. Online and Internet activities that contain any Holland Hall proprietary or confidential information, or discriminatory,

defamatory, or inappropriate statements are prohibited and will subject the individual to disciplinary action.

### **Guidelines for the Use of Personal Electronic Devices (PEDs)**

The ability to carry and use a Personal Electronic Device while a student at Holland Hall is a privilege, not a right. That privilege may be revoked at any time. At no time while using your PED can you violate the school's Acceptable Use Policy (AUP). Make sure you have read and understand the AUP included in this handbook. Adhering to the following rules will ensure that privilege will stay in force.

*Definition:* Personal Electronic Devices include, but are not limited to, all "smart phones" (iPhone, Android, etc), iPads, iPods, tablets, laptops, e-readers, music devices and such. GameBoys, X-Box, and other "gaming" devices are never allowed.

*Technical:* No device brought onto campus may advertise itself as a server, hand out IP addresses or act as a router/gateway. All devices must accept a DHCP address and may not have an IP address "hard coded". No device can interfere with the "workings" of the campus network or other devices on the network. Any device that violates these rules will be confiscated immediately.

*General:* Use of PEDs is allowed only in common areas. Use of PEDs in the classroom is determined by each teacher. Any faculty or staff member has the right to take a student's PED if they feel any governing rules are being violated. The device will be taken to the Dean's office. A parent will be required to come and pick up the device once confiscated.

- 1) Uploading and/or downloading of music or video is never allowed.
- 2) Noise or sound from a PED is never allowed, earbuds/headphones must be used. Each person is required to have their own set. The school will not provide earbuds/headphones.
- 3) Phone ringers must be set to silent when in the buildings.
- 4) **Calls must take place outdoors only. Do not answer/start a call inside and then move outside - call back if necessary.** NEVER answer a phone or look at a call in the classroom.
- 5) Texting - use common sense when it is appropriate to text. **Texting in class is not allowed.**
- 6) If the use of PEDs becomes distracting enough that the student is not completing their work in a satisfactory manner, that student may lose the privilege of being able to have their PED with them during the school day.
- 7) If the use of PEDs is distracting to others around them, the student using the PED may lose the privilege of being able to have their PED with them during the school day.

Violation of any of these rules/courtesies has consequences that could include separation from the Holland Hall community. If you have any questions about this policy, please see your Division Head or the Director of Technology. Again, read and make sure you understand the Acceptable Use Policy for technology usage while on campus.

### **School Sponsored Trips**

In order for a student to go on a school sponsored or organized trip (examples: foreign exchange, extracurricular foreign travel, extracurricular 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 guests to these events but 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 and clean-up, at least one chaperone must be present, and during the scheduled function, at least three should be in attendance. Chaperones for school events are instructed to supervise the activity and will be supported by at least two security guards hired by the sponsoring club or organization. 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.

## ***Miscellaneous***

### **Automobiles/Motorcycles/Skateboards**

Students with valid driver's licenses are permitted to drive to school provided they observe posted campus speed limits and park in designated parking lots. Failure to observe campus regulations and safe driving habits may result in the student losing the right to drive on campus. Parking lots are off limits during the school day, except with the permission of a dean. Skateboards are not permitted on campus without the permission of the Upper School Head.

### **Building Hours**

The Walter Academic Building will be open and unlocked on school days from 7:15 a.m. until 4:30 p.m. All students must leave the building each day no later than 4:30 p.m.

### **Lost and Found**

The Lost and Found area is located on the second floor in the Study Station. Name tapes 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.

### **Money/Valuables/Lockers**

Students should not bring more than a minimal amount of money to school. Any amount above the ordinary should be checked in with a dean before the beginning of the school day. Cameras, tape recorders, and other expensive equipment should be checked in with a dean or the student's advisor. Placing such articles in lockers or leaving them lying about the Commons is tempting fate.

### **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 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 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.

### **Refectory**

Students may purchase breakfast and lunch in the refectory located in the gymnasium lobby. Breakfast is served each school day from 7:45 a.m. to 8:00 a.m. and from 8:18 a.m. to 9:00 a.m. Lunch is served from 10:30 a.m. to 1:00 p.m., or students may bring a sack lunch from home. Debit cards may be replenished online or by bringing either cash or check to Mrs. Schale or Ms. Silkman. A minimum of \$20.00 is required when replenishing the debit card. If a debit card is lost, a replacement card can be issued in the Business Office for a small fee. Credit is not granted by the lunchroom staff. For any questions regarding debit cards, please contact the Business Office.

All food is to be eaten in the lunch room or on the patio. Each student is responsible for disposing of all litter and leftovers. No food or drinks are to be consumed in the Walter Academic Building unless the student's schedule provides no free mod during the lunch period. Teacher permission is required to bring lunch into the classroom. No food is to be ordered in from any outside establishments without the permission of the Upper School Head.

### **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 Mrs. Schale to remind students of medical appointments, personal appointments, or any extracurricular activities.** Students will not be called out of class for telephone messages. In the case of an emergency (such as a death or illness in the family), a message will be delivered directly to the student. If a message is deemed necessary, the student's name will be posted on the electronic board in the Commons. To facilitate getting a personal message to the student, a parent should have an agreement with his/her child to check his/her cell phone routinely for messages at given times during the day.

### **Textbooks/Buyback**

Students purchase 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 Virtual Bookstore by the Holland Hall website or by calling MBS Direct at 800-325-3252 and give 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. After each student receives his/her confirmation letter of enrollment from the Upper School in July, the Virtual Bookstore will open so students can begin purchasing their 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. Textbooks are delivered via UPS by one of three methods: Ground, Second Day Air, or Next Day Air.

**Book Online Buyback:** Holland Hall participates in a MBS 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.

### **Visitors to School**

All visitors must sign in with the All-School Receptionist. Students may bring guests to school only with prior approval from a dean. The host student is responsible for the behavior of his/her guest. Guests must comply with Holland Hall behavioral guidelines. Alumni visitors are welcome with prior arrangement. Drop-in visitors during the day are not accepted.

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.

# Upper School Parking Assignments

