



# Primary School Student / Parent Handbook

## **I. Holland Hall General Goals for Board of Trustees and Educational Mission for the School**

### ***Preface***

The following goals form the basis of the Board's operating philosophy and enable the educational mission to be fulfilled:

### ***General Board Goals***

1. To identify, attract, and retain a diverse group of students who show promise of meeting and wanting our educational standards.
2. To attract and retain an inspiring, dedicated and knowledgeable administration and faculty.
3. To assist students in gaining admission to the finest colleges and universities for which they are qualified and suited.
4. To build and maintain attractive and appropriate facilities.
5. To operate the School on a sound financial basis consistent with the School's programs and goals.
6. To provide sufficient financial resources for the School to meet its goals.
7. To perpetuate a Board of Trustees able to uphold the School's mission and enhance the School's relationship to the community.

### ***Educational Mission***

Holland Hall is an independent, college preparatory, Episcopal school which provides a variety of academic and non-academic opportunities in a supportive atmosphere designed to:

- develop skills for intellectual pursuit.
- motivate and empower individuals to continually educate themselves.
- cultivate an appreciation of learning.
- promote open-mindedness.
- strengthen moral and religious values.
- enhance aesthetic understanding.
- foster emotional, social and physical well-being.

### ***Issues and Assumptions Which Affect Our Goals***

Certain educational issues and assumptions create a framework for discussion and debate in our school. While not all-encompassing, they represent important viewpoints shared in varying degrees by students, teachers, parents and other members of the school community. Some statements indicate what we find people wanting from a school; others reflect our belief in what a school should be; still others reveal our own understanding of learning. They are noted because they affect the School's goals and can ultimately create a more dynamic institution.

1. Lifelong learning encompasses intellectual, aesthetic, emotional, religious, moral, social and physical development within the context of growth of the whole person. Many people, however, want schools to stress academics at the expense of other qualities.
2. A college preparatory school must set group standards for a curriculum appropriate for college admission. At the same time, it must recognize individual differences among learners.
3. A school must respect the needs and rights of the individual. Likewise, the needs and rights of others must be respected.
4. A school is expected to transmit the tradition, culture and history implicit in a liberal arts education. It is also challenged to expand that education so that students will be prepared to deal with technology and an uncertain future.
5. A school is expected to emphasize established values and standards. It is also challenged to educate people to rationally question established standards.
6. People expect schools to produce enlightened decision makers. Some, however, want schools to limit the opportunities to develop that skill.

7. The most effective learning is internally motivated. Learning can also be a response to external pressures and demands.
8. Positive reinforcement is essential to learning. However, mistakes and disappointments are also educational when dealt with constructively.
9. Cooperation and compassion are important elements of education. They coexist in a society which thrives on competition.
10. Children learn best when teachers provide a variety of teaching styles to match learning styles and subject matter needs. Some societal forces, however, encourage uniform and simplistic solutions to these and other complex issues.

### **Goals**

Holland Hall's goals are developed from consideration of the School's mission and from discussion of the preceding issues. The numbering of these thirty-one goals does not indicate priority and many interact.

A. Lifelong learning consists of values that are of importance during and after formal schooling. Therefore, Holland Hall strives:

- To promote learning that involves the whole person.
- To empower students to educate themselves.
- To develop an open and inquiring mind.
- To nurture continual learning.
- To foster self-worth.
- To promote responsibility for one's own actions.
- To develop respect for both the individual's and society's rights.
- To encourage cooperation, charity and service to others.
- To enable students to adapt to and promote change.
- To encourage constructive competition.
- To develop the ability to cope effectively with technology.
- To promote respect and care for the physical environment.

B. Formal learning consists of learning experiences that allow fulfillment of the above values. Therefore, Holland Hall strives:

- To create a structure for learning that is responsive to complex needs.
- To establish and maintain a curriculum appropriate to a college preparatory school.
- To develop skills necessary for intellectual pursuit.
- To structure experiences that promote enlightened decision-making.
- To develop literacy and communication skills.
- To structure opportunities for moral, religious and character development.
- To identify clear standards of social behavior.
- To develop interpersonal skills necessary in a diverse community.
- To transmit the traditions of the Judeo-Christian culture.
- To provide awareness and appreciation of other cultures.
- To provide opportunities for the development of a healthy body.
- To develop skills in the fine arts.

C. Methods of schooling consist of the ways in which the School attempts to carry out all of the above goals. Therefore, Holland Hall strives:

- To offer suitable opportunities for effective learning.
- To establish and maintain an individualized approach appropriate to a college preparatory curriculum.
- To maintain a cooperative atmosphere among students, parents, teachers and others in the school community.

- To provide a variety of teaching styles to meet various learning and content needs.
- To research and use constructive methods of challenging students.
- To create an aesthetically pleasing and functional environment.

***Religious Affiliation***

Holland Hall's affiliation with the Episcopal church 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 person is respected and supported as a unique and valuable person. It is our intent to offer a broad liberal arts and science program that encourages a free exploration of ideas, while providing an atmosphere that enables students to maintain their own religious views and personal values.

***Student Diversity***

Holland Hall will cultivate a student body which is multi-ethnic and multi-cultural and will provide an atmosphere which is open, friendly and relevant to all students in a way that encourages students to contribute to the larger life of the school community yet allows students to be secure with their own individuality.

***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 on every student's learning. Even though different perspectives are understandable when educating a student, and while conflicts are sometimes inevitable, communication and cooperation are essential in helping that 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/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 strong liberal arts and science programs and is most valuable for students who have the talent and ability 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 not restrictive of 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.

***The School as a Partner***

Professional educators are attracted to Holland Hall primarily because of their desire to make a positive difference in the lives of children and young people. The faculty, staff, and administration strive to remain current in their area and knowledgeable of the students with whom they work. The School seeks the most professional, talented, and student-centered people as possible, people who hold themselves to the highest standards.

It is Holland Hall's responsibility as an independent college preparatory school to determine curriculum, discipline, and general standards and procedures concerning the functioning and direction of the School.

The character of the institution is expressed through many forms, including academic, arts, and athletic programs, as well as through college counseling, religious studies, community service, health and wellness, and numerous other curricular and extracurricular activities.

The faculty evaluates student progress frequently and communicates that progress to parents regularly. Teachers pride themselves on their knowledge and treatment of each student as an individual and offer appropriate support of students needing help or enrichment. Such support is most successful when the home and the School are in partnership. The faculty want a student's experience at Holland Hall to be as positive and purposeful as possible.

People at Holland Hall, no matter their role, maintain a personable and professional relationship with all of the School's constituents. The resulting community is a dynamic and complex one meant to serve the students' education well.

### ***Parents as Partners***

Parents rightly hold high expectations of Holland Hall, just as the School holds itself to high expectations. They are also typically proud of the School and of their child's successes. A positive relationship with the School strengthens the educational partnership, which strengthens students' learning. Parents appreciate the School's belief that education is a high priority in a family's life, which can involve sacrifice as well as gain.

Understandably, there are occasional conflicts and problems, and the faculty and administration want to know when an issue requires attention. Working toward an acceptable resolution with the student's best interest at heart is everyone's goal. When the School makes a recommendation about a student, the parent appreciates the focus on the child's well-being.

Just as teachers, staff, and administrators strive to be professional, Holland Hall parents strive to maintain a professional relationship with the School. They recognize that the more positively they represent Holland Hall to the community at large, the stronger Holland Hall becomes for them and their children. They support their children and the School, knowing that the building and maintaining of a community requires resources of many types. Stewardship of an independent school requires "time, talent, and treasure."

Holland Hall may be a relatively small school, but the role that parents play is a large one. Parents often serve as volunteers at the School and are in attendance at a number of their children's activities. They also attend parent-advisor conferences, meet when necessary with faculty and administrators, and participate in a variety of events. Parents want their children in a positive, challenging, creative, and nurturing environment in which they themselves as adults are valued and appreciated. Holland Hall parents, who often share their professional expertise with students and faculty, also know they are invited to visit the School at virtually any time.

## II. FACULTY AND STAFF

### A. The Primary School Faculty

- Early PreKindergarten: Vanessa Jones and Shelly Bagwell
- PreKindergarten: Lara Koch, Mallory Roark and Hannah Tranberg
- Junior Kindergarten: Jill Coulter
- Kindergarten: Stephany Ward, Meredith Andrews, Jim Narlock
- 1st Grade: Brandy Synar, Susan Connor, Shannon McFadden
- 2nd Grade: Sarah Cox, Stacey Walkingstick, Meagan Booker
- 3rd Grade: Lynne Lopez, Paula Jackson, Patrice Cardiel
- Chaplain: Justin Boyd
- Library: Matthew Christian
- Art: Andrea Turner
- Music: Lori Swisher
- Physical Education: Teddy Owens, Brian Underwood, Rashad Wright
- Spanish: Yolanda Hankins
- Support Service: Tish Griffith, Barbara Reavis

### B. Head of School: J.P. Culley

*Responsible for all aspects of the School's operation. His office is located in the Upper School.*

### C. Associate Head of School for Academic Affairs: Richard Hart

*Coordinates the academic curriculum throughout the school. His office is located in the Upper School.*

### D. Head of the Primary School: Bert Bibens

*The Primary School Head responds to the needs of the students, faculty, and parents in the Primary School.*

### E. Head of Middle School: Jennifer White

*The Middle School Head responds to the needs of the students, faculty, and parents in the Middle School.*

### F. Head of Upper School: Frances Fondren Bales

*The Upper School Head responds to the needs of the students, faculty, and parents in the Upper School.*

### G. Director of Enrollment Management: Justin Butler

*Responsible for testing and screening prospective students. He will be happy to arrange tours for interested visitors. Questions concerning admission or financial aid should be directed to the Admission Office which is located at the Upper School.*

- a. Katie Parker: Director of Admission for 6th – 12th Grade
- b. Amber Graybill: Director of Admission for PreK – 5th Grade

### H. Director of Advancement: Christy Zahn

*The Director of Advancement is responsible for planning institutional advancement programs as adopted by the Board of Trustees and directed by the Head of School.*

### I. Athletic Director: Steve Heldebrand

*The Athletic Director supervises the physical education and interscholastic programs for all students.*

### J. Associate Head, Finance and Operations: Leslie Kelly

*The Director of Finance is responsible for the financial management and long range financial planning of the School.*

K. Primary School Counselor: Cassie Gray

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

L. Primary School Chaplain: Justin Boyd

*The Chaplain guides the religious education of Primary School students. He leads worship with all of the students, Preschool through grade three, weekly as well as classroom meetings monthly with children in kindergarten through grade three. The Chaplain is also available in situations requiring pastoral care or spiritual counsel.*

M. The Primary School Assistant to the Head: Pam Herman

N. School Nurse: Linda Christensen

*The School Nurse is available to discuss any problems or concerns you may have regarding your child's health or medication. Her extension is 4714, and her office is located in the Middle School.*

*Primary School Nurse, Kathleen Alabbasi's phone is ext. 4724.*

O. Director of Maintenance: Raymond Daniels

*The Director supervises maintenance personnel and procedures as he oversees care of the campus.*

### **III. THE PRIMARY SCHOOL DAY**

#### **A. ARRIVAL AND DISMISSAL**

K-3rd students may begin to arrive at 7:40 a.m. and sit quietly in the Multi-purpose room for fifteen minutes with adult supervision. Car doors for these same ages will be opened by faculty attendants, and all outside doors opened at 7:55. At the end of the day, PreKindergarten and Jr. K classes will dismiss at 2:45 and K, 1st, 2nd, and 3rd grades will dismiss at 3:05 p.m.

Teachers begin to assist arriving Preschool and Junior Kindergarten students at 8:55 a.m. to begin school at 9:00 a.m. There is an 'Early Bird' program beginning at 8:00 a.m. for students who must arrive before 9:00 a.m. Enrollment is required for this service. Debbie Almohandis, Director of Auxiliary Programs for the Primary School Extended Day will assist you with enrollment. She can be reached at 481-1111, ext. 4716.

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

Students arriving earlier or who are not picked up by the time carpool is finished will be directed to the Extended Day Program. Families will be billed for the time the student is in this program. Teachers begin to assist arriving Preschool and Junior Kindergarten students at 8:55 a.m. to begin school at 9:00 a.m. There is an 'Early Bird' program beginning at 8:00 a.m. for students who must arrive before 9:00 a.m. Enrollment is required for this service. Debbie Almohandis, Director of Auxiliary Programs for the Primary School Extended Day will assist you with enrollment. She can be reached at 481-1111, ext. 4716.

## B. DRIVEWAY SAFETY AND ETIQUETTE

Safety is the responsibility of all. The following guidelines are for the safety of your child and the other students.

1. Maintain a speed of 10 miles per hour or less in the driveway.
2. Continuously watch for pedestrians.
3. **Cross only in the designated crosswalks.**
4. Vehicles in the drive during arrival and dismissal are not to be left unattended.
5. **Loading and unloading children will be done only at curbside.**
6. After loading or unloading your child/children you may, carefully, move to the outside lane.
7. Both driveways are restricted for PreKindergarten and Jr. Kindergarten pick up until 3:00 p.m.
8. There is a crossover in the drive to access the EPK, Jr. K, and Kindergarten circle drive. It is imperative that caution be observed, and courtesy be exhibited in yielding to vehicles going to this area.
9. Students in grades one and two will be dismissed from the second-grade porch.
10. Please have your last name, and if you drive carpool, the last name of the children you pick up, visible in the front right side of your car window to assist with dismissal.
11. Please avoid talking/texting on an electronic device during drop-off and pick-up.
12. Be patient and courteous at all times.
13. Children should not be let out of cars to wait on the porch in the mornings. We do not want unsupervised students anywhere on our PS campus. They need to wait in cars until drop-off begins at 7:40 a.m.
14. Penguin drop-off is a third-grade privilege only. Please remind your third graders they must use "walking feet" and not race down the sidewalk.

*NOTE: Penguin area is only for parents dropping off or picking up a third grader.*

## C. SHUTTLE TO MIDDLE SCHOOL AT DISMISSAL

Students who have siblings, or carpool with students at the Middle School, will be walked over to the MS by Primary School teaching assistants. Please complete the online form found on the Holland Hall website under the Parent Resource Center's online forms section. The list will be compiled on a first come, first served basis. The date the request is received with the student's contract will be the deciding factor. The Shuttle to the MS may be canceled, in the event of inclement weather. Notification for parents is a sign at the front entrance to the MS drive, as well as the ENS...Please note: Students transferred to the Middle School must be picked up by a parent, or a sibling who will be driving them home.

## D. EXTENDED DAY PROGRAMS

There may be times when your schedule does not coincide with the typical school day. In order to accommodate your needs, the following options are available.

The following programs are offered at the days and times listed. Primary School Extended Day Program enrollment forms are online only. Questions should be directed to Debi Almohandis, x. 4716.

### BEFORE SCHOOL CLUB

7:00-8:00 am	5 days a week \$120/mo	4 days a week \$100/mo	3 days a week \$75/mo	2 days a week \$50/mo	1 day a week \$25/mo
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### EARLY BIRDS (PRESCHOOL ONLY)

8:00-9:00 am	5 days a week \$120/mo	4 days a week \$100/mo	3 days a week \$75/mo	2 days a week \$50/mo	1 day a week \$25/mo
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**AFTER SCHOOL CLUB**

3:00-4:30 pm	5 days a week \$160/mo	4 days a week \$130/mo	3 days a week \$100/mo	2 days a week \$70/mo	1 day a week \$4mo
3:00-6:00 pm	5 days a week \$285/mo	4 days a week \$235/mo	3 days a week \$180/mo	2 days a week \$120/mo	1 day a week \$75/mo

Before School Club, Early Birds and After School Club are offered in the Burton Family Learning Center. These programs will follow the same philosophy your child is accustomed to throughout the school day.

- ❖ Children in grades 1 through 3 will have time to complete their homework.
- ❖ There is a drop-in fee of **\$20** for those children who attend on an occasional basis.
- ❖ **A late fee of \$20 will be charged for each child picked up after their enrollment time (4:30pm or 6:00pm).**
- ❖ Monthly fees, drop-ins fees, late fees and a \$25 enrollment fee will be added to your monthly billing statement.

**E. LUNCHES**

Holland Hall will provide food service for the PS students (PreK-grade 3) five days a week. This service will be paid for separately by the parents. If you plan on having your child eat using this service, please put a deposit on his / her debit card. Payment can be made online (see online debit card deposits) or in the Primary School Office by check or cash.

Because young children have distinctive eating habits, the Primary School students may bring their lunch to school. Each grade level provides suggestions for lunches.

Students are not to bring soda pop or drinks that stain. A thermos or box drink should be provided. Lunches are not refrigerated; therefore, foods should be prepared with this in mind. We also do not have a microwave to heat up foods in the cafeteria.

A number of students in the preschool and primary school programs are extremely allergic to tree nuts, peanuts, and their products. We are very concerned about the possibility that a student with a tree nut/peanut product in his/her lunch could inadvertently compromise the safety of another. It would be ideal to refrain from sending any foods containing nuts or nut products. However, should you send any food items containing nuts, we ask that you **please label the outside of your child’s lunch box indicating that a peanut or tree nut product is enclosed.**

**F. SCHOOL HOURS**

PreKindergarten	9:00 a.m. - 2:45 p.m.
Junior Kindergarten	9:00 a.m. - 2:45 p.m.
Kindergarten	8:10 a.m. - 3:05 p.m.
1st, 2nd, 3rd Grades	8:10 a.m. - 3:05 p.m.

#### **IV. RESPONSIBILITY TO SELF AND OTHERS**

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

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

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

#### **V. SCHOLASTIC INFORMATION**

##### **A. THE CURRICULUM**

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

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

##### **B. HOMEWORK**

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

##### **C. PARENT CONFERENCES AND WRITTEN REPORTS**

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

Parent Conferences are scheduled as follows: During the first week of school, in the fall, and in the spring. Narrative comments and Assessment/Skills checklists are provided for students in Preschool through Grade Three in the Primary School. Assessment/Skills checklists are provided at conferences in October and March and are mailed home in June. In addition, samples of student work are shared during conferences.

##### **D. ACADEMIC SUPPORT WITHIN THE PRIMARY SCHOOL**

The Primary School's Academic Support department consists of two full time Learning Specialists who serve students in PreKindergarten through Grade Three. Children who are referred for support are observed in the classroom and assessed informally. They then receive an individualized educational plan based on their specific needs. Materials used and strategies provided for remediation are matched to each child's learning style to utilize maximum learning potential. Assessment is ongoing to encourage growth. Classes are arranged in small groups or individualized.

## E. GUIDELINES FOR COMPUTER USAGE AT HOLLAND HALL

Parents, please read and discuss the following with your child(ren). All students and parents are required to read the agreement before a student may access the network at Holland Hall.

1. Honor the Golden Rule - You should act the same way using the Internet that you do when in school. Say and do to others as you would want to be treated.
2. When you are on the Internet, or just on the campus network, it is important to leave other people's files alone.
3. If you accidentally click on the wrong thing and you are suddenly somewhere you shouldn't be PLEASE ASK FOR HELP!
4. Keep the computers clean and safe for other students.
5. If someone asks you for your phone number, address, or your name on the computer, **ask an adult for help.**
6. Primary school students are not allowed to have/use personal electronic devices at school, with the exception of the third grade language arts and math tools.
7. It is important to realize that the use of computers on the Holland Hall campus is a privilege. Unauthorized use of and/or access to the School's computer hardware and the Holland Hall network or any illegal or unauthorized use of software will not be tolerated.

## VI. POLICIES AND PROCEDURES

### A. ATTENDANCE

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

Students who accumulate more than 16 absences per year may be denied credit for that academic year. When a student nears this limit, an attendance review with the parents, student's teacher and Branch Head will be convened. We recognize that there could be extenuating circumstances resulting in an exception. These must be approved by the Primary School Head.

#### **Unexcused and Excused Absences:**

**Excused absences** will not count toward the 16-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.*

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

#### **Planned Absences:**

- Families are required to communicate with their teacher to find out what work will need to be completed and turned in upon return. It is expected that students return to school with all negotiated work completed.
- 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 Branch Office before 8:15am if a student is ill. (The school number is 918-481-1111 x. 4725)
- For short absences (1-3 days), students/parents are responsible for calling classmates, checking assignments on PowerSchool Learning, and/or contacting their teachers to find out about missed work.
- If a student is absent for a prolonged period of time (more than three (3) days), parent(s) should contact the student's teacher to help to arrange for collecting and making up work. When the student returns to school, a doctor's note is required.

**Tardies:**

Being punctual is an important life skill that we strive to teach our students. Arriving on time and being prepared to learn and engage in activities are expectations at Holland Hall. Regardless of reason, if a student arrives after 8:10am, the parent is required to check in with Branch Assistant, in the office, upon arrival. A pattern of tardies will be addressed by the Branch Head.

**Leaving School During the School Day:**

Elective medical or dental appointments should be scheduled outside the school day. In the event that a school day appointment is unavoidable, parents must sign out with the Branch Assistant, in the office, 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.

**B. RECOGNITION OF BIRTHDAYS**

Invitations for birthday parties are not to be distributed at school unless all students in that grade are included. You are requested not to arrange for a limousine pickup at school for a birthday party. It is very painful to observe disappointed classmates who have not been included. Specific guidelines regarding birthday recognition at school will be provided by each grade level.

**C. CANCELLATION OF SCHOOL**

In the event of inclement weather, Holland Hall will choose from one of the following four options: 1. Close, school not in session 2. Open, school in session 3. Late start, school begins at 10 a.m. 4. If already in session, dismiss early.

*HOLLAND HALL NO LONGER FOLLOWS JENKS PUBLIC SCHOOLS CLOSING.*

The school will notify the community of its status (closed, open, late start 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. Once school has been canceled, please continue to check the school's website for updated information.

The HH Alert system will also be used to inform you of the status (closed, open, late start or early dismissal). The HH Alert system will notify you via email, text message and voice message. Please log in to your Tuition Statement account and make sure your contact information is current and accurate. If you have any questions or have specific instructions on changes regarding your emergency contact information, please email Debra Silkman at [dsilkman@hollandhall.org](mailto:dsilkman@hollandhall.org).

**Late Start:** In the event of a late start, school will begin at 10 a.m. for all divisions. There will be no bus service; parents must arrange transportation. There will be No Before School Care or Early Birds. After Care will only be available until 5 p.m.

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

#### D. CHANGE OF ADDRESS AND/OR TELEPHONE

It is essential that the school be notified of any change of address or telephone number and including cell phones. Parents are to contact the Primary School office at ext. 4725 if there has been a change. **THIS IS VITAL SHOULD AN EMERGENCY ARISE FOR A STUDENT.**

#### E. DIRECTORY

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

#### F. FACILITIES USE

Occasionally parent groups request the use of a classroom or outdoor area for various school-related functions. In such cases, we ask that a Facilities Use Form be completed. A form may be obtained in the school office, completed and returned to the Primary School office for approval and the Division Head's signature.

#### G. FACULTY, PARENT, AND STUDENT ACCESS TO PERSONAL FILES

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

#### H. FIRE, WEATHER AND SAFETY DRILLS

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

#### I. HEALTH AND IMMUNIZATION INFORMATION

***The Emergency Information Form and Immunization record must be on file at the school PRIOR to the first day of school.*** The Emergency Information Form must be completed each year. As the state immunization requirements change, Kathleen Alabassi, our PS school nurse, will notify you if your child is in need of additional immunizations.

Please inform the school nurse any time your child has a physical need that would affect him/her during Physical Education or other programs. This information will be communicated to the relevant faculty and staff members.

#### J. MEDICAL ATTENTION AND/OR MEDICATION

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

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

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

Medication will be dispensed between the hours of 8:00 a.m. and 3:30 p.m. We will be happy to work with you on any particular needs for your child.

#### K. SMOKE FREE/TOBACCO FREE/NICOTINE FREE CAMPUS ENVIRONMENT

Smoking and use of tobacco or nicotine products is prohibited at all times on the Holland Hall campus, including facilities, properties, and grounds. This includes but is not limited to the following:

- The Interior of all buildings;
- All outside property or grounds of the campus, including sidewalks, parking lots, recreational areas and partially enclosed areas such as walkways, breezeways, patios and porches;
- Within any school-owned vehicles, including buses, vans and carts
- All indoor and outdoor athletics venues and facilities.

This policy applies to all faculty, staff, students, parents, visitors and contractors.

For purposes of this policy, smoking, tobacco and nicotine products means no cigarettes, cigars, smoke-less tobacco products and nicotine products such as e-cigarettes. The School also prohibits littering the campus with remains of any tobacco products. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events, and athletic events using School-owned facilities, grounds, and properties are required to abide by Holland Hall policy. Therefore, organizers of such events are responsible for communicating to attendees the policy of the School and for enforcing the policy.

#### L. STUDENT ACCIDENT INSURANCE

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

#### M. HEALTH

Children should not come to school if they are ill. This means that it is necessary to keep a child at home for 24 hours after a fever or other abnormal symptoms (vomiting, diarrhea, etc.) have subsided without taking tylenol or ibuprofen. The student is not able to concentrate unless he/she is feeling well, and the other students do not need to be exposed to an ill child. Please call the Primary School office to let the school know if your child will be out for several days or if your child has a communicable disease, such as strep throat or chicken pox.

If your child is experiencing any symptoms listed below, you will be called and asked to pick up your child:

1. Fever alone of 100 degrees or above
2. Fever of 99.5 with other symptoms such as stomach ache
3. Unexplained rash
4. Vomiting and/or diarrhea
5. Any unexplained inflammation of eyes or eyelids
6. Sore throat (not related to allergies) or tonsillitis

The above reasons are general guidelines and may have extenuating circumstances that are evident after talking to a parent.

## INFECTIOUS DISEASE AND BLOOD BORNE PATHOGENS

### STUDENTS:

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

### DISCLOSURE – Employees and Students:

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

### N. VALUABLE PERSONAL ARTICLES

Valuable personal articles should not be brought to school unless arrangements have been made with the student's teacher. Items supporting units of study may be brought with the teacher's permission. The school cannot be held responsible for valuables. With the exception of watches and simple earrings, jewelry can be inappropriate, distracting and restrictive.

### O. LIBRARY

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

### P. PLACEMENT

Placement of the children in classes is determined through a team effort with the final decision made by the Head of the Primary School. Our goal is to balance classes carefully according to boy-girl ratio, varied academic performance, social-emotional development, special learning needs, and independent work habits. Parents of a child with special needs may make an appointment with the Division Head to discuss those needs. Be assured each child is given careful consideration and attention in this process. Parental requests for a specific teacher will not take priority over the other criteria for class placement.

**Q. TELEPHONE ACCESS TO THE PRIMARY SCHOOL**

To avoid interruptions in the classrooms, calls to the Primary School between 8:00 a.m. and 3:00 p.m. will be received in the school office. Messages will be taken and given to the appropriate teacher. The Primary School office extension is 4725. **Please do not call or text a teacher's cell phone during school hours, unless invited to do so.**

**R. TRANSPORTATION**

Bus transportation services can be arranged at [www.hollandhall.org/bus-service](http://www.hollandhall.org/bus-service).

**S. USE OF STUDENT PHOTOGRAPHS**

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

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

**T. VISITORS**

Parents are welcome to visit classrooms at any time. Visitors should sign in w/ the office and receive a visitor badge. It is not necessary to call in advance. Teachers will not be able to interrupt the schedule to greet you; classroom procedure will continue. Anyone with questions about the program after visitation is welcome to contact the teacher and/or the Head of the Primary School.

**U. FIELD TRIPS**

Field trips are important aspect of the Primary School curriculum. They supplement and enhance our students' classroom learning. Therefore, we strongly encourage students to attend all scheduled class field trips, and thereby, fully utilize the educational opportunities they provide.

Should a parent choose to drive his or her child on a field trip, the child should be signed out in the office and will be considered absent from school. The child will be under the parent's sole supervision during the field trip itself.

Item #2 on the enrollment contract covers permission for school sponsored trips. Therefore, unless we are informed to the contrary, we conclude that all students have parental permission to participate in any trips planned for their class during the school day.

**V. WEAPON FREE CAMPUS ENVIROMENT**

Students and non-students shall not possess, use or distribute a weapon when in a school location (in buildings or on property) or at a school sponsored events or activities, except for limited authorized exceptions (i.e. law enforcement and security officers). Holland Hall will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, supplier/vendor/contractor, or member of the public who violates this policy.

**W. YEARBOOKS**

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

## X. THIRD-PARTY CAR SERVICES

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

## Y. MOVIE / VIDEO POLICY

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

### **MPAA Ratings:**

**G General Audiences-** All ages admitted

**PG Parental Guidance Suggested** - Some materials may not be suitable for children.

**PG-13 Parents Strongly Cautioned** - Some materials may be in appropriate for children under 13.

## VII. DRESS REQUIREMENTS

### A. UNIFORMS

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

Free Dress days for all students will occur occasionally throughout the year. These dates will be determined by the Head of School. You will receive advanced notice on your Power School Learning Page and/or Dutch Weekly. 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. Jeans (non-ripped) or other non-athletic bottoms are permissible.

### B. BOYS DRESS REQUIREMENTS - GRADES Early PreK -3rd

Shirts:	White pique knit button-up shirt, short or long sleeved, with Holland Hall logo. Only available through C & J Uniform.
Pants:	Navy corduroy or poplin, plain front or pleated style pants (no rivets or patch pockets). Straight leg only.
Sweaters:	Not permitted.
Socks:	Socks are required.
Shorts:	Navy walking shorts.
Sweatshirts:	Any sweatshirt with an official Holland Hall logo. (Available through C&J or Dutch Zone) Gray, black or cardinal polar fleece jacket with Holland Hall logo and zipper. All must be worn over uniform knit shirt. (Only official Holland Hall hoodies are permitted.)
Turtlenecks:	Not permitted

C. GIRLS DRESS REQUIREMENTS - GRADES Early PreK – 3rd

- Shirts: White pique knit button-up blouse, short or long sleeved with Holland Hall logo. Only available through C & J School Uniforms.
- Early PreK-Jr. K Only: White blouse with blue piping (short or long sleeves) to be worn with PreK jumper ONLY.
- Jumper/Skorts: Plaid jumper or plaid skort shirt through C & J School Uniforms. (PreK jumper available through C & J School Uniforms only.)
- Shorts: Navy walking shorts
- Sweaters: Navy crew neck sweater with HH logo.
- Pants: Navy poplin or corduroy, plain front or pleated style (no rivets or outside patch pockets) Straight legs only.
- Socks/Tights: Socks are required.  
(Mostly solid white or navy tights/leggings may be worn in cold weather)
- Turtlenecks: Not permitted.
- Gym Shorts: Navy, worn under jumper.
- Sweatshirts: Any sweatshirt with an official Holland Hall logo.  
(Only official Holland Hall hoodies are permitted)
- Optional: Gray, black or cardinal polar fleece jacket with Holland Hall logo and zipper (must be worn over uniform shirt)

D. WHERE TO BUY UNIFORMS

*(Sole Vendor for girls' and boys' shirts)*

C & J School Uniform, Inc.  
4950 S. 79<sup>th</sup> E. Avenue  
918-610-7470

VIII. ACTIVITIES AND SPECIAL EVENTS

A. SUE T. LAWSON VISITING ILLUSTRATOR-AUTHOR PROGRAM (VIA)

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

B. ARTWORKS

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

C. BOOK FAIR

The Holland Hall Book Fair is an annual fundraising project sponsored by the Holland Hall Parents' Association. Used books, magazines, records and games are collected and donated by parents and students. Class competitions are held prior to the Fair encouraging participation by all students. The proceeds from the Book Fair go to the annual operating budget of the school. Most parents volunteer for the project either during the year or on the weekend of the event which is scheduled in February each year.

- D. **AUCTION**  
The auction/party is a fund-raiser sponsored by the Parents' Association, held every other year.
- E. **GRANDPARENTS AND SPECIAL FRIENDS DAY**  
On the Tuesday before Thanksgiving, Grandparents or Special Friends are invited to the Primary School for a firsthand look at the children's school life.
- F. **BACK TO SCHOOL NIGHT**  
Back-to-School Nights for parents are held in September. Information will be sent home with each child prior to the event.
- G. **SHARING PROGRAMS**  
The art, music and physical education programs are a valuable resource for Holland Hall students. The children make great strides in these areas each year. Parents of first, second and third grade students will have the opportunity to share this growth with their children as they participate in a Sharing Program for each grade. These are not formal productions, but rather a chance for children to demonstrate their acquired skills in front of an audience.
- H. **FIELD DAY**  
Field Day is in October each year. This event brings all three School divisions together in an atmosphere of fun and excitement. The Upper School Student Council, as well as Upper School clubs and organizations, sponsor booths, games and bake sales to raise money for club projects and special needs. This carnival-like activity is one that Primary School children especially enjoy. Parents and friends are welcome.
- I. **SERVICE PROJECTS**  
Holland Hall believes that students must become responsible members of the broader community. To that end, the School maintains a program of school and community service. Our students are eager to help others in meaningful ways. They are taking the first step on the path to expanded service opportunities in later years. A variety of appropriate activities are sponsored by each grade. Information will be sent home informing parents of these projects.
- J. **AFTER SCHOOL SPORTS**  
In ever-increasing numbers, Primary School children are participating in competitive sports and other activities. During the past few years students have participated in soccer, flag football, boys and girls basketball, baseball and softball. In 1990 the Holland Hall Volunteer Coaches Association was established. This organization assigns grade level coordinators, enrolls volunteer coaches and reviews communication with all parties. The teams must follow the school's athletic policy which states: "Every student choosing a sport must be considered when coaches design the program. Participants are not eliminated because of skill level." It is most important that all students who want to participate be given that opportunity. Information regarding the activities and the association will be sent home with all children. The athletic program and coaching policies are supervised by a faculty member, serving as Athletic Commissioner for grades K-6.
- K. **GIFT GIVING POLICY**  
As a community that cares for one another, parents of Holland Hall often wish to express their gratitude to the faculty and staff for the time and attention the teachers have devoted to their children. These expressions can take many forms, from verbal messages of "thanks" to giving of personal gifts during holidays. Each thank you is deeply appreciated by the faculty and staff and should, therefore, be selected within the bounds of good taste for the personal message it conveys.

Because we encourage parents to communicate their gratitude in ways most comfortable to them, we ask that "group" or "class" gifts not be given as these can promote discomfort among those

who do not choose to participate. Parents are never allowed to ask other parents for money throughout the school year.

ALL PARENTS MUST GO THROUGH THE GRADE COORDINATOR AND TEACHER FOR APPROVAL FOR ANY CLASS ACTIVITY AND/OR CELEBRATION NOT INITIATED BY THE TEACHER.

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