



Upper School Student / Parent Handbook

August 1, 2019

Dear Upper School Students and Parents,

Welcome to Holland Hall for the 2019-20 school year!

This handbook is a living document that is a reflection of our expectations of members of our community. A few revisions have been made this year to reflect changes in personnel, policies, and systems on campus. In particular, I would like to draw your attention to the sections on Dutch Reminders and Discipline, where there have been some changes this year.

The handbook contains useful information about academics, student conduct, school procedures, activities, places, people, and events. In order to have a successful partnership between home and school, everyone must be aware of the rules, procedures, and consequences. Therefore, I urge all upper school parents and students to review this handbook and become familiar with its contents.

Holland Hall's handbook stands out because of the high level of trust that is placed in our students. With great trust comes great responsibility. Students are expected to be aware of and to meet the expectations of the school. At Holland Hall, we strive to prepare our students to live as cooperative, compassionate and engaged members of their communities. We think of our school as a microcosm community where students practice citizenship. Understanding the expectations of this community is the first step towards this kind of citizenship. Therefore, everyone in the community is required to read this document and sign a statement attesting to the fact that they have read it.

Please feel free to call or email me if you have questions about the material contained in this handbook or if you need additional information about the Upper School.

Sincerely,

A handwritten signature in black ink that reads "Frances W. Fondren". The signature is written in a cursive, flowing style.

Frances Fondren-Bales

Head of the Upper School

WHO 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 online directory through the Holland Hall application for phone numbers.

Absences/Attendance

Ms. O'Neil

Academic Policy

Ms. Fondren-Bales

Academic Scheduling

Student's Advisor

Admission

Mr. Justin Butler

Advisor/Advisee System

Ms. Fondren-Bales, Ms. Udwin,
or Dr. Berglund

Arts Program

Ms. Shillingford

Athletic Program

Mr. Heldebrand

Chaplain

Rev. Scrutchins

College Counseling

Mr. Casey, Mrs. Cooper,
and Ms. Lowry

Student Activities

Dr. Boots-Marshall

Student Government

Ms. P. Kelly

Community Service

Ms. Baumann

Deans of Students

Ms. Udwin and Dr. Berglund

Driver Insurance/Good Student Verification

Mrs. Vance

Emergencies/School Closings

918-481-1111 or www.hollandhall.org

Facilities Use

Ms. Wulkotte

Finances

Mrs. L. Kelly

Grades, Course Selection, or Specific Academic Problems

Student's Advisor

Learning Resource Center/Student Assessment Program

Mrs. Laskey

Transcript Requests

US Office: Grades 9, 10, 11

College Counseling Office, Mrs. Vance: Grade 12

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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 branches 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, yoga, and other support programs. The various offerings and the graduation requirements are set forth in the [Curriculum Guide](#) mentioned above. Students compete in the Oklahoma Secondary School Activities Association (OSSAA).

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. Upper School students are required to fulfill a half credit in a religious studies class (Comparative Religion, The Philosophy of Mindfulness, or The History of Christianity). In addition, our community comes together once per cycle for a required ecumenical chapel service. There are also optional morning Eucharist services on Thursday mornings.

Arts Program

The arts at Holland Hall are made up of four main components: Music, Visual Arts, Theater/Dance, and Speech. 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 extracurricular offerings in the arts.

Learning Resource Center

The Learning Resource Center offers support services to enhance or extend learning skills for students who have 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 upper school students. Referrals generally come from teachers and advisors. The Dean of Students and Learning Specialist work together to pair tutors with students in need of extra support.

Academic Support for Students

Holland Hall offers support services for students with special learning needs. To qualify for support the student must provide documentation (completed by a qualified evaluator through an outside agency), which demonstrates a need for accommodations in the classroom and/or on testing. All referrals for outside testing should be initiated through the Learning Specialist. Once the Learning Specialist reviews testing, a Learning Assistance Plan is written and shared with the student's teachers and advisor. Strict confidentiality is maintained throughout the process. Holland Hall faculty provides a variety of reasonable accommodations to offer a level of support that is suited to our school setting and to meet the needs of students. As an academically challenging college-preparatory school, Holland Hall will determine which accommodations best fit the academic mission of the school, while serving our students.

Extended Time and Alternate Formats Testing Guidelines for College Admission

The Educational Testing Service (SAT) and ACT provide accommodations for students with a diagnosed disability. To be eligible, the students must meet the following criteria for each of the testing services:

SAT

The documentation on file for the applicant must:

- Be typed or printed on official letterhead and be signed by an evaluator qualified to make the diagnosis (include information about license or certification and area of specialization).
- Clearly state the diagnosed disability or disabilities.
- Describe the functional limitations resulting from the disability or disabilities.
- Be current.
- Include complete educational, developmental and medical history relevant to the disability for which testing accommodations are being requested.
- Include a list of all test instruments used in the evaluation report and relevant subtest scores used to document the stated disability.

- Describe the specific accommodations requested.
- Adequately support each of the requested testing accommodations.

ACT Extended Time National Testing and ACT Special Testing

The documentation must include the following supporting documentation:

- Complete documentation is required if the student was diagnosed within the last 3 years.
- A copy of the test accommodations pages from the most current Learning Assistance Plan.
- If no current Learning Assistance Plan is on file, the student must include exceptions information and complete documentation specified on application.

Both SAT and ACT provide extended time testing to students who qualify. Students may also be approved for alternate test formats such as Braille, a reader, or a scribe, computer for essays or testing over multiple days. The details of these procedures may be found online. For purposes of non-standard college admissions testing the Upper School Learning Specialist is designated as the Coordinator of Services for Students with Disabilities.

College Counseling

Holland Hall has a team of three full-time college counselors to assist students and parents in the college search process. While the college counseling program reaches into the freshman year, students are officially assigned a college advisor in the spring of their sophomore 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 counseling team 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 college representative visits to Holland Hall each year. The College Counseling Department hosts several information meetings for parents and students throughout the academic year.

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 contact Leslie Kelly in the business office with questions.

Upper School Advisor System

Each upper school 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 assure that each student has one person in particular on the faculty who is focused on and knowledgeable about their status in every phase of school life.

The advisor load varies from four to twelve 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 important observations about a student, they are relayed to the advisor. The advisor is the person with whom a faculty member or parent will communicate about a particular student's needs. This does not preclude direct contact between parent and classroom teacher. The advisor is the primary communication link between the family and the school. Twice

each year, in the fall and spring, parent-student conferences will be scheduled with the advisor. Other conferences may be scheduled at will.

It should be stressed that “*informal*” guidance of the sort carried on by most of the faculty is not precluded by this system. Students often develop a relationship with a teacher other than their formal advisor, and we encourage a close student-teacher relationship wherever it takes place. If a student wishes to change advisors, they may request that change through the Deans of Students.

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 facilities such as the library.

The non-academic possibilities are: working on school activities, conferring with an advisor or teacher, enjoying creative work in the fine arts, enjoying games from the game boxes available both indoors and outdoors, socializing with others, eating, 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 8:25 am, depending on the letter day (and between 8:45 and 9:10 am on late arrival Wednesday's). 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 curriculum 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. Students who would like to host a drive of any kind or a fundraiser should seek the approval of the Head of Upper School and the Head of Institutional Advancement.

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 the Dean of Students, subject to approval by the Head of the Upper School and possibly the Head of School, depending upon the nature of the infraction. The Honor Code reads as follows:

*"On my honor, I promise to be loyal to the mission of Holland Hall.
In accordance with the community's values, I will respect myself,
my environment, and those around me.
I will be honest in all my interactions and strive to display leadership in all that I undertake.
In addition, I will always be thoughtful in my actions, knowing they can't be undone.
The cornerstone of our honor system is self-regulation, for only through that can we grow
to meaningfully trust one another and live harmoniously."*

Student Government

The members of this student-elected organization are dedicated to generating enthusiasm for Holland Hall and facilitating communication between students and administration. The Student Government sponsors a number of activities during the year ranging from all-school dances to community service projects.

The following positions are **officers** in the student government:

- Student Body President - Rising Senior elected in the Spring
- Vice President - Rising Junior elected in the Spring
- Senior Class Co-Presidents - Seniors elected in the Fall (Male and Female)
- Junior Class President - Junior elected in the Fall
- Sophomore Class President - Sophomore elected in the Fall
- Freshman Class President - Freshman elected in the Fall
- Sophomore Class Representative- Rising Sophomore elected in the Spring
- Freshman Class Representative - Freshman elected in the Fall

The following are **committee chairs** in the student government:

- Student Life Chair - Rising Senior elected in the Spring
- Community Service Chair - Rising Senior selected by committee in the Spring
- Social Committee Chair - Rising Senior elected in the Spring

Special Interest Clubs

As a means for providing experience in organization, leadership, cooperation, and service, Holland Hall encourages the development of numerous and varied special interest clubs as well as the activities these groups undertake. Each club is required to provide a booth at Field Day. Please Note: If a group of students wishes to form an organization or club, they must recruit a faculty sponsor and gain approval from the Student Government and the Deans of Students. Each student will be required to participate in at least one club.

Publications

Eight Acres

Eight Acres is the Holland Hall yearbook. Students study journalism principles in class and put them into practice by producing a hardcover photo book of about 300 pages, covering all branches of the school. Staff members use a combination of digital and traditional methods to plan, design, photograph, write, edit, lay out, market, produce advertising and oversee production of a colorful school history. This learning experience is a yearlong project and will offer students the opportunity to develop both creative and management skills.

The Hallway

The Hallway is the student newspaper published regularly in the Upper School. Any student may participate in the publication of the periodical, but editors should be enrolled in the journalism class. 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, nonfiction, 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: Up to 20% of the junior and senior classes are eligible for membership based on their academic performance and citizenship.

World Languages 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 and Service Learning

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, and classes. Holland Hall students also have many opportunities to volunteer within the community on school-wide projects like the book fair and field day, in addition to one-on-one situations such as tutoring and mentoring in all branches of the school.

ANNUAL SCHOOL EVENTS

Convocation

Scheduled near the beginning 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 Hardesty Field to the Branch 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 towards the beginning of the school year. The purposes of Freshman Orientation are to provide the 9th grade class with a significant bonding experience early in the year, and also to expose students to the values of Holland Hall's upper school. It is an expectation that all 9th grade students will attend. The 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 junior or senior student leaders. Each patrol remains together, cooking, sleeping on the ground, and carrying out other activities. During the day, groups hike and explore. The patrols are always accompanied by faculty leaders. Detailed information is mailed to parents in September.

10th Grade Leadership Trip

The 10th grade class attends a one-night outdoor adventure as part of our outdoor programming. This experience takes place at the same time as Freshman Orientation towards the beginning of the school year. The purpose of this program is to provide the 10th grade with a bonding experience based on team-building activities. Students will be exploring questions about what it takes to be a good leader and what it takes to be a good follower. It is an expectation that all 10th grade students will attend. The grade is divided into two groups for this trip as a parallel to Freshman Orientation. As with all outdoor programs at the school, teacher chaperones will accompany the groups.

Field Day

Every year, each of the four US classes and clubs sponsor Field Day activities.

Proceeds from the class-sponsored activity are deposited into an account set up for each class. As each class reaches their senior year, accrued funds are then used to purchase a gift for the school. The senior class will collectively decide how they would like to 'give back' to the school by selecting a suitable gift that endures for many years and enhances the school. The announcement of the gift is made during Commencement Exercises by the president of the senior class. The purpose of Field Day is to bring the various school branches 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. The attendance of 11th and 12th grade students is required. The attendance of 9th and 10th grade students is optional. All others in the Holland Hall community, both current families and alumni are

invited to attend. If 11th or 12th grade students have a conflict with this event, they must contact the Dean of Students about being excused from the service.

Junior Parent Night

Every fall, the College Counseling department hosts an evening information program for parents of juniors. Important topics related to college search and selection are discussed.

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 Arts Festival

The Independent Schools Association of the Southwest annually sponsors an 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.

Cum Laude Induction Ceremony

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

Dutch Weekend kicks off with a cookout on campus on Thursday or Friday evening (depending on the athletic schedule). 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 Government and is open to any Upper School student. An Upper School student may bring one guest from another school to either or both events. Guest forms may be obtained from the Dean of Students prior to the event. 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 on campus for the seniors before they begin their internships. Students are recognized by the various Upper School departments for their academic performance in the classroom.

Senior Parent Dinner

There is an annual dinner hosted by the school for seniors and their parents. The program features student speakers and a video. Juniors are selected by the senior class, as an honor, to serve at this event.

Baccalaureate

Baccalaureate is a traditional religious service held at St. John's Episcopal Church in honor of the graduating seniors. Seniors are required to attend, and parents and friends are welcome to attend, as well.

Commencement

Commencement is the culmination of a student's academic journey through Holland Hall. Special awards are presented to students for outstanding overall achievement, athletic accomplishments, leadership, and major contributions to school life. The student with the highest GPA, who has attended all four years of high school at Holland Hall, is named valedictorian at this event. The Head of School and Chair of the Board of Trustees award diplomas as a symbol of the successful completion of the students' academic career. The dress code for this event is disseminated to the senior class and parents. Any questions about the dress code should be directed to College Counseling.

UPPER SCHOOL FACILITIES

Walter Academic Building

The Frederick B. Walter Academic Building is open to students at 7:00 a.m. on school days. After 4:30 p.m. there is limited faculty supervision in the building. The building may still be accessed until 5:30 pm. 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 information is posted on the Commons' bulletin board. This space symbolizes the spirit of community in the upper school. Therefore, students are expected to make a special effort to maintain a space and a decorum that accurately reflects the tenets of the Holland Hall community in the Barnard Commons.

The **Chapman Library** offers Upper School students a comfortable, friendly, readily available space to work or to read for pleasure. In the library, students have access to a helpful and professional staff, print and electronic resources, and a photocopier. The library's large and varied collection includes books, newspapers, magazines, DVDs, online databases, electronic resources and more. Students may check out laptop computers and other kinds of equipment from the library. When students check out materials from the library, they accept the following conditions: *Users assume responsibility for all items checked out from the library. Checked out laptops and chargers 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.*

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 branches. In addition, community groups use the space 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 in the All Saints Chapel. The chapel is open all day.

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 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 students should bring a combination lock of their own to secure their belongings.

Fields/Trails

Holland Hall has many areas for physical activities. 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, one on the east side of the campus and the other on the west side of the campus. 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 may use the fields/trails during the school day only with the permission of the Dean of Students, the Head of Upper School, or Nancy O'Neil.

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. [Please see section titled "Safety on Campus" for more information]. 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. The parking lots are not an area where students may loiter.

The Tandy Wellness Center

Located between the Walter Arts Center and the Middle School, the Tandy Wellness Center serves breakfast and lunch in the Upper School. In addition, this building houses a weight room, locker rooms, meeting rooms, and classrooms.

ADMINISTRATION

The Head of School

J.P. Culley

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.

Associate Head of School for Academic Affairs

Richard P. Hart

The Assistant Head of School is in charge of curricular matters in all branches of the school. He has a leadership role in the strategic planning process as well as the recruitment, evaluation, and development of our faculty.

The Head of the Upper School

Frances Fondren-Bales

The Head of Upper School is responsible for the overall supervision of the academic, religious, extracurricular, athletic, disciplinary, and counseling areas of the program. She 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

Whitney Udwin and Michael Berglund

The Deans of Students, under direction of the Upper School Head, are responsible for the tone and climate of the school. They are involved in all the aspects of student life, including, but not limited to discipline, extracurricular activities, community service, attendance, dress code, campus safety, advising, leadership training, and care of the common spaces. They also actively seek to encourage greater connective tissue in the community by creating programming for Upper School students in other branches of the school. In addition, they teach Holland Hall 101 and work closely with the school counselor to promote overall student health and wellness.

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 club activities and dances.

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, and establishes sports schedules. Students who wish to be excused from athletics due to illness must clear the absence with him before 8:30 a.m. each

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 departments as well as the coordination of the curriculum with the primary and middle school department chairs. Their responsibilities include supervision of department faculty, curriculum, textbooks, and budget. A complete listing of coordinators by department follows:

Athletics/Physical Education

Mr. Heldebrand.....918-481-1111, x 4756

College Counseling

Mr. Casey.....918-481-1111, x 4718

English

Mr. Parker.....918-481-111, x 4904

Fine and Performing Arts

Ms. Shillingford.....918-481-1111, x4921

World Languages

Ms. Cauthon.....918-481-1111, x 4833

Library

Mr. Klar.....918-481-1111, x4872

Mathematics

Ms. Rose.....918-481-1111, x 4915

Network Administrator

Mr. Finch.....918-481-1111, x 4753

Religious Studies

Fr. Scrutchins.....918-481-1111, x4917

Science

Dr. Shingleton.....918-481-1111, x 4922

Social Studies

Mr. Reichard.....918-481-1111, x4934

Support Services

Mrs. Laskey.....918-481-1111, x 4752

Technology Resources

Mr. Ford.....918-481-1111, x4847

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:

A+ 97-100 A 93-96 A- 90-92

B+ 87-89 B 83-86 B- 80-82

C+ 77-79 C 73-76 C- 70-72

D+ 67-69 D 63-66 D- 60-62

F Below 60

To move into or continue in an honors sequence, a student must have the department's recommendation. A student who receives a failing grade (*F*) in a graduation requirement in the Upper School must repeat the course.

Written Comments

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

Letter Grades

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

Grades and Eligibility

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

Grade Point Average and Transcripts

The official Holland Hall transcript shows semester and full year grades only. For full year courses, credit is earned based on the full year grade only. Grade point average (GPA) is calculated using full year grades for full year courses receiving one full credit. For semester courses, one-half credit will be used in GPA calculation using the semester grade.

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

A student who earns a grade of F in a required course for graduation must repeat the course. The transcript will list the course both times along with the grade earned both times the course was taken. Both the grade of F and the passing grade will be used in the grade point average calculation.

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

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

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

Withholding of Grades, Transcripts, and Diplomas

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

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

Parent and Student Access to Personal Files

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

Adding or Dropping a Course

Students may add or drop a course within the first two cycles (12 school days) of each semester as long as all required signatures are obtained on the schedule request form. Students should remain in their original schedule of classes until all paperwork has been processed and the new schedule has been provided to the student. After 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 taken seriously at Holland Hall. Incidents of plagiarism, collusion, or other forms of cheating will be referred to the Deans of Students who may then refer them to the Student-Faculty Honor Council. Whether the case goes to the honor council or not, the parents are contacted and will be notified of the incident by letter. All second offenses, even if minor, will result in the student being referred to the Council. In any case of plagiarism, collusion, or other forms of cheating, it is up to the teacher to decide how the assignment will be assessed. This includes the possibility of assigning a zero for the work.

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

Late Papers

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

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

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

Academic Probation

The academic record of each student is subject to periodic review by the Upper School Student Life Team to determine if the student is performing at the level expected of him/her. If a student’s work falls below the level expected, (s)he may be placed on academic probation by the Upper School Head and required to improve his/her record. If satisfactory progress is not made, the Upper School Head of School will determine appropriate resultant steps.

Demand Schedule

At various times during the academic school year, it may be decided by the student, his/her advisor, or his/her 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. 9th grade students and new students begin their Holland Hall careers with 12 mods of demand.

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 students enter the study station, they submit their 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) Students are expected to sit upright at a table. Computer usage should be appropriate to an academic setting. Students are permitted to access audio resources using earbuds.
- 6) If the student does not meet the expectations of the study station, the faculty proctor will not sign the demand schedule, and the student will be reassigned equivalent demand time.

Tutoring

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

Honor Rolls

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

PowerSchool Learning

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

Attendance

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 8 absences per semester may be denied credit for that course. In addition, zeros will/may be given for all assignments, quizzes and tests. When a student nears this limit, an attendance review with the student, parents, student's advisor, Deans of Students, and/or Branch Head will be convened. We recognize that there could be extenuating circumstances resulting in an exception. These must be approved by the Branch Head.

Unexcused and Excused Absences

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

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

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

The following policy will be in effect for unexcused absences:

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

Planned Absences

Students need to communicate with child's advisor and Branch Assistant the dates of these planned absences by completing a planned absence form.

Students are required to communicate with each teacher to find out what work will need to be completed and turned in upon return, the child's advisor will provide a form on which to track all make-up work and due dates. It is expected that students return to school with all work completed and any missed assessment scheduled in a timely manner.

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 (**481-1111 x4735 or 879-4735**) before 8:15am if a student is ill.

- For short absences (1-3 days), students/parents are responsible for calling classmates, checking assignments on PowerSchool Learning, and/or contacting their teachers to find out about missed work.
- If a student is absent for a prolonged period of time (more than three (3) days), parent(s) should contact the student's advisor and the Deans of Students to help to arrange for collecting and making up work. When the student returns to school, a doctor's note is required. As a general rule, students will be allowed one day per day missed to make up all assignments and assessments.

Tardies

Being punctual is an important life skill that we strive to teach our students. Arriving on time and being prepared to learn and engage in activities are expectations at Holland Hall.

Regardless of reason, if a student is late for school, the student is required to check in with Branch Assistant upon arrival to receive a pass to class. When a student accumulates 5 tardies each semester, he/she will receive a Dutch Reminder. For every subsequent tardy, a Dutch Reminder is assigned. A pattern of tardies will be addressed by the Dean of Students in conjunction with 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, students must sign out with Branch Assistants prior to leaving and sign back in upon returning to campus. Upon return, students are required to present a medical excuse note from the doctor. Without a note, the absence will be counted as unexcused and immediate disciplinary consequences (see below) may result. Families should try to schedule off campus medical appointments during unscheduled time. Students are not to leave class except in the case of an appointment, illness or family emergency. Only the school nurse may excuse a student from school due to illness. The Deans of Students and Head of Upper School may dismiss students from school for other reasons. Juniors may leave school for four mods on Friday during their second semester on privileges. Seniors may leave campus up to six mods per day on privileges. Parents give blanket permission for privileges at the beginning of the semester. Unscheduled time is considered valuable educational time and is not time for personal business. If you have questions or extenuating circumstances, please contact the Head of Upper School or the Deans of Students. Students will not be allowed to use

scheduled or unscheduled time for off-campus private lessons or personal business of any kind without the permission of the Deans of Students or the Head of Upper School.

Policies

- 1) 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.
- 2) Because time management and responsibility are tenets of our community, students' attendance on days when tests or large assignments are due will be tracked closely. The Deans of Students or Head of Upper School will be in touch with the student and family if a student shows a pattern of missing test/large assignment days.

Check - In

All students are required to report to faculty monitors for roll check in the Barnard Commons between 7:50 and 8:00 a.m. On late arrival days, students must check in between 8:35 and 8:45 am. Students arriving after the bell rings (at 8:00 am or 8:45 am on late arrival days) will be checked in as "tardy." If a student arrives after morning meeting has concluded, he or she must sign in with Ms. O'Neil in the Upper School Attendance Office. Excessive tardies may result in disciplinary action (see Discipline section).

Students who are late to school are to sign in with Ms. O'Neil immediately upon arrival at school.

Check - Out

If a student must leave during the school day, the attendance office must be notified by a parent and the student must sign out prior to the appointment. Upon returning to campus, they must provide paperwork documenting the appointment. In the case of an appointment conflicting with an athletic commitment, the note should be given to the Director of Athletics. It is the student's responsibility to notify all teachers of classes to be missed. Students who become ill during the school day should report to Ms. O'Neil, who will contact the school nurse. The school nurse gives permission for a student to leave school due to illness. Students leaving on junior or senior privileges must sign out when they leave campus and sign back in upon their return.

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

School Closing Notice

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

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

The school will notify the community of its status (closed, open, late start or early

dismissal) 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. If you have changes to your information or if you have any questions or have specific instructions on changes regarding your emergency contact information, please email Debra Silkman at dsilkman@hollandhall.org.

Late Start

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

Early Dismissal

If school is in session and we need to dismiss early, parents must arrange to have their children picked up as soon as possible following such notice. Upper School students will be dismissed first in order to facilitate any carpooling that is necessary. Children in the Primary and Middle schools (preschool-grade 6) not picked up immediately will remain with their teachers. Seventh and eighth grade students not picked up will be asked to remain in the Middle School Refectory.

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

Senior Off-Campus Privileges

Seniors are eligible to leave campus during their unscheduled time by authorized means provided they follow established conditions as developed by the Deans of Students and have the written permission of their parents. A detailed summary of guidelines and conditions is given to seniors and their parents prior to the time privileges begin.

Junior Off-Campus Privileges

During the second semester of the academic year, juniors are eligible to leave campus during their unscheduled time for four mods on Friday only. They must be in good standing and follow established conditions as developed by the Deans of Students and have the written permission of their parents. A detailed summary of guidelines and conditions is given to juniors and their parents prior to the time privileges begin.

School Uniforms/Dress Code

The purpose of the school uniform is to combine neatness and consistency with practicality and economy. Holland Hall would like students to focus attention on their academic work and school activities. Uniform dress helps to eliminate the distractions of appearance from these purposes. Students should be dressed in accordance with the dress code upon arrival to school. C&J Uniforms, 51st and Memorial, is an option for purchasing uniform items.

Upper School Dress Code Requirements 2019-2020

It is expected that Holland Hall students will be neat, clean and appropriate in their dress on campus or when participating in a school function off campus. This includes shirts tucked in, shoes tied and all dress code requirements adhered to. In addition, the following are not permitted at Holland Hall: visible tattoos or non-recognizable human hair color. Hats are not permitted to be worn in any building on campus.

Upper School Dress Code Requirements	
Shirts	Button-down collared dress shirt (short or long sleeve), white or any solid pastel color – through C & J School Uniforms. Tie required for boys. Tie optional for girls.
Jumpers, Skirts, Skorts	Plaid, navy or khaki pleated skirt through C & J School Uniforms. Skirts must be worn no shorter than 3” above the top of the kneecap.
Pants	Any khaki-colored dress pant. If pants have belt loops, then a belt is required.
Sweaters	Navy or black sweater with HH logo available through C & J School Uniforms.
Sweatshirts Outerwear	Any outerwear with an official Holland Hall logo. Available from C & J School Uniforms, Dutch Zone and Dutch Athletics.
Gym P.E.	Students should talk to their individual coaches before purchasing clothes for sports.

Socks Tights	Socks and tights are optional. Tights should be a dark solid color.
Shoes	Any low-heeled shoe with closed toes and heels in brown, black, gray or white colors. No other colors are allowed. No fur is allowed.
Gym Shoes	Athletic shoes for gym use should have white soles to avoid marking the gym floor.

Free Dress Day

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

Dutch Days

Every Friday at Holland Hall is a Dutch Day. Students and faculty are encouraged to show their school spirit and pride by wearing Holland Hall Dutch shirts. Jeans (non-ripped) or other non-athletic bottoms are permissible.

Discipline

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

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

Therefore, we believe it to be educationally productive for a student to explore and help choose better behavioral options for themselves with the guidance of an experienced adult.

Thus, we hope to enable this approach by adopting a model that revolves around a concept of reminding students of their responsibilities, expectations, and relationships within our community. The reminders then will serve as a precursor to conversations with students to assist them in better decision-making.

Dutch Reminder Protocol

The main component in this model is referred to as a **Dutch Reminder (DR)**. A **DR** is a reminder issued by a faculty or staff member for any **minor** disregard for school rules. These might include: tardies, cell phone use, and minor dress code violations.

The **DR** is simply a report. There is no consequence for a single **DR**. Let's say a student is out of uniform. The teacher simply informs the student s/he is receiving a **DR** for a uniform violation, and then the faculty member notifies the Dean of Students. The Deans will document each infraction. When the number of **DR**'s reaches a certain level, a protocol will go into effect. (*The protocol is listed below*). Major offenses in violation of the school's Honor Code will still be addressed through our Honor Council.

- Upon receiving a **5th DR**, the student will serve one day of Full Demand. The parents and advisor will be notified by email.

- Upon receiving a **6th DR**, the student will serve one day of Full Demand. The parents and advisor will be notified by email.
- Upon receiving a **7th DR**, the student will serve one day of Full Demand. The parents and advisor will be notified by email.
- Upon receiving the **8th DR**, the student will serve one day of Full Demand. The parents and advisor will be notified by email.
- Upon receiving the **9th DR**, *the student has shown a pattern of behavior that run counter to the expectations of the community. At this point, the student may go before the Honor Council.*
- If a student continues to accumulate DR's after the honor council, they will likely be remanded back to the honor council.

DRs will reset at Semester, although the cumulative record would still remain as a consideration, if a student had created an improvement plan for similar behaviors in the previous semester.

Classroom Disrespect/Disruptive Behavior Protocol

Unlike the small missteps that are outlined in the above Dutch Reminder System, when students' behaviors disrupt the learning of their classmates or show disrespect to the teacher, we follow a different protocol that is outlined below. We believe this to be an arena where more expedient action needs to be taken for the good of the community as a whole.

- **First Offense:** Teacher should talk to the student, making him/her aware of the nature of their actions and tell them the next similar incident will be handled differently. Report the incident to the Deans and the student's advisor.
- **Second Offense:** The student will be required to have a conference with the Teacher, Advisor, & Deans. Clear guidelines, expectations, and consequences (likely Demand) for future classroom behavior will be established at that meeting. The parent will be notified of the behavior and the meeting.
- **Third Offense:** There will be communication with the student, advisor, and parents. Present and future consequences will be articulated and implemented.
- **Fourth Offense:** The student will likely be sent to the Honor Council.

Major Infractions

Major Infractions (Listed below) are handled by the Deans of Students, in consultation with the Head of Upper School. If warranted, cases are referred to the Student-Faculty Honor Council. The Council meets with the student to discuss the situation and encourages the student to reflect on some of the repercussions of the behavior. After deliberating on the matter, the Council recommends appropriate consequences, subject to final approval by the administration. These meetings are highly confidential. In cases of a highly sensitive nature, the Deans and Head of Upper School may find it more appropriate to handle the matter privately, foregoing the Honor Council process.

To bring closure to an incident, a public announcement is made during morning meeting following the final assignment of consequences, announcing the offense and the assigned consequences. A student may choose to have his/her name attached to the announcement or remain anonymous.

Examples of Major Infractions

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

It is also important to note that if a student comes forward to enlist the help of the school with a problem, such as alcohol, vaping, or drugs, the school will work with the family to get help for that student. Non-disciplinary responses such as

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

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

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

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

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

Community Service: Sometimes, in the course of talking through a mistake with a student, the Honor Council discovers that the student does not understand the importance of trust between an individual and a community. In these cases, the Honor Council asks the student to give back to the community in order to earn back some of the trust that was lost through the mistake.

Educative Component: Sometimes, in the course of talking through a mistake with a student, the Honor Council discovers that the student is unaware of the negative consequences of a given behavior. Therefore, the council may ask the student to produce something demonstrating learning about the issue(s) at hand. This takes many forms, such as a research paper, a presentation, a private explanation of what he/she has learned through research with the Dean, etc.

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

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

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

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

<i>Honor Council Decisions</i>	
Mistake	Outcome Range
Alcohol consumption on campus	Specific notification, other loss of privileges, community service, and random screenings → Separation from the school
Bullying / Harassment	Specific notification, educative component, and other loss of privileges → Separation from the school

Vaping	Specific notification, other loss of privileges, educative component, random screenings → Suspension
Stealing	Specific Notification, other loss of privileges, community service → Separation from the school
Leaving campus without permission	Specific notification, other loss of privileges, community service → General Probation
Dissemination of drugs	Separation from the school
Computer / Technology Misuse	Specific Notification, community service or educative component, and other loss of privileges → Separation from the School
Plagiarism / Academic Dishonesty	Specific Notification, a loss of points on the assignment (at the discretion of the teacher), and other loss of privileges → Separation from the school (repeat offenses)

Another question we are often asked is how we distinguish between minor and major disciplinary violations. Minor violations are often handled by our Dutch Reminder System (see section on Dutch reminders). Other minor violations might be handled by the deans in concert with the Head of Upper School. Major violations generally go to the Honor Council unless they are so egregious that they need to be handled more quickly by the administration or unless they are so sensitive in nature that we need to limit the number of people involved, for the protection of the students.

The following is a list of situations that may result in major disciplinary response and an Honor Council hearing:

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

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

may, in the school's discretion, also subject the student to disciplinary action by the school, including suspension or expulsion. The school acknowledges and encourages all families to recognize that there are some behaviors that occur off campus between students that will not elicit a school response.

Holland Hall Alcohol and Drug Policy

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

Authority of School Administration

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

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

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

Wellness Program and Events

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

Disciplinary Policy

At Holland Hall and all Holland Hall sanctioned events:

Sale and/or Distribution:

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

Use or Possession of Alcohol or Drugs:

- There will be random alcohol screenings at Holland Hall dances and other selected events.
- Students who use or possess alcohol or illegal drugs on campus or at school sponsored events will be referred to the Honor Council to recommend disciplinary action as well as for a mandatory assessment by a mental health professional approved by the school. The financial cost of the assessment will be borne by the student's parents.

- Holland Hall reserves the right to require a student and his/her parents to enter an alcohol/drug counseling program, approved by the school, as a condition of continued attendance at Holland Hall. The financial cost of the program will be borne by the student's parents.
- Irresponsible use of a motor vehicle, including conviction of a student of any offense involving the use of alcohol or drugs and the operation of a motor vehicle, may result in the loss of driving privileges to/from school and school sanctioned events for a length of time to be determined by the Honor Council. The student will be required to report the conviction to the Head of School.

In addition, the following policies are adopted:

- **Parental Conduct Policy:** It is illegal for anyone to serve alcohol or provide illegal drugs to a minor. Parents who serve or otherwise knowingly provide alcohol or illegal drugs to minors will be referred to the Head of School, who may take action including separating the student and family from the school.
- **Student Assistance Policy:** At any time prior to the occurrence of an incident that results in disciplinary 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 (s)he has been harassed should report such actions to the Branch Head, Deans, school counselor, or any trusted adult employed by the school who will then direct it to the appropriate person. Following a complaint of harassment, the school will conduct such investigation as is necessary to appropriately respond to the complaint and ensure that no further harassment or retaliation occurs. Complaints will be maintained in confidence to the extent possible considering the school's obligation to take appropriate responsive action.

Appropriate disciplinary actions will be taken against anyone found to have sexually harassed another. Some forms of sexual harassment are considered violations of criminal law or covered by mandatory reporting obligations, and may need to be reported to legal authorities.

Students are also protected from any retaliation for making a good faith harassment complaint or for participating in a harassment investigation. Any student with a concern that (s)he is being retaliated against should immediately bring it to the attention of the Branch Head, Deans, school nurse, the student's advisor, or the school counselor.

Other Forms of Harassment

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

- making racist comments
- making derogatory comments about religion
- making cruel personal jokes
- teasing about sexual orientation or gender identity

No one should be allowed to harass anyone on the basis of sex/gender, race, color, religion, national origin, disability, sexual orientation, or ethnic background. Anyone who believes that (s)he has been harassed as described above should report such action to the Branch Head, Deans, school counselor, or any trusted adult employed by the school who will then direct it to the appropriate person. The school will follow the complaint handling procedures set forth above regarding sexual harassment.

Bullying

Bullying will not be tolerated at our school. 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 (s)he has been the victim of bullying should report the incident(s) to the Branch Head, Dean, school counselor, or any trusted adult employed by the school who will then direct it to the appropriate person. Any student found to have engaged in bullying shall be subject to appropriate disciplinary actions which may include appearance before the Honor Council, suspension or expulsion.

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

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

Prohibited Conduct, Searches, and Reporting

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

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

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

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

Weapon Free Campus Environment

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

Smoke Free/Tobacco Free/Nicotine Free Campus Environment

Smoking and use of tobacco or nicotine products is prohibited at all times on the Holland Hall campus, including facilities, properties, and grounds. This policy applies to all faculty, staff, students, parents, visitors and contractors.

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

Responsible Use Policy (RUP)

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

Student Commitments

We ask students to make the following commitments:

Safety and Privacy

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

Digital Citizenship

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

Classroom Use

- I will follow all guidelines set by my teachers regarding the use of electronic devices.

Conservation of Resources

- I will respect and preserve resources by conserving paper, bandwidth, and storage space.
- In accordance with this policy, I will not stream videos for personal use or play games on my devices during the school day.

Right to View

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

Personal Electronic Devices (cell phones and wearable devices)

Philosophy

We acknowledge that cell phones are an integral part of our communication today. Just as we are countercultural in other aspects of our communal codes, we choose to be countercultural with cell phones as well. We are not against cell phones. We are simply prioritizing the appropriate and healthy use of them in an academic setting. Academic work, social development, and balanced living are priorities at school. The culture of learning at Holland Hall prioritizes face-to-face interactions. Because all students have devices (laptops in the Upper School or iPads in the Middle School) that will allow them to do the majority of the activities that would be done on a cell phone, we significantly limit cell phones during the academic day. We acknowledge that it requires self-control to resist the urge to check one's cell phone. Delayed gratification is a big predictor of success, so it is a skill we wish to teach our students.

Upper School Personal Device Rule

Personal electronic devices such as cell phones and connected watches may be used in the following areas on campus: in the carpeted area directly in front of the college counseling office, in front of the Upper School reception area, outside of the buildings, in the gym, in the locker room, or in the Tandy. In addition, teachers may give students permission to use cell phones in particular academic work, if the tool is more suitable to the task at hand. Upper School students are expected to maintain this expectation in other branches of the school. If you are unsure about a specific situation, ask a faculty member.

Carrying a cell phone during the academic day is a privilege, not a right. Therefore, upon receiving the fourth cell phone violation (for use in spaces not designated), in addition to a DR, the student will be prohibited from carrying their phone during the academic day for one cycle. After the cycle, a single cell phone infraction will result in a DR and the student being required to turn in the cell phone to the deans (upon arrival at school) for a period of three cycles. A single cell phone infraction after this will result in a DR and the student's cell phone privileges being revoked for the remainder of the semester. This policy is in place to help students who truly struggle with boundaries around appropriate cell phone use at school. Current research indicates that cell phones and social media have addictive qualities. We are concerned about how these technologies impact developing brains and we are striving to keep up with the research and develop communal expectations that help our students.

School-Sponsored Trips

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

School-Sponsored Events

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

- 1) All school regulations governing behavior are to be observed.
- 2) All school events are scheduled primarily for Holland Hall students and faculty
- 3) participation. Students and faculty may bring one guest to these events, but they must assume responsibility for their conduct while at school. All guests must be invited by a member of the school community and attend the event with that person. All guests (non-Holland Hall students) are expected to observe school regulations.

- 4) *Chaperones* must be in attendance during the set-up, clean up, and during the scheduled function. Chaperones for school events are instructed to supervise the activity and will be supported by security guards. Non-school sponsored events do not necessarily incorporate these rules, nor are faculty involved in any official capacity. Parents may call the Director of Student Activities or the Upper School Head to learn whether an event is school sponsored.

Campus Safety

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

Anonymous Reports

If a student is concerned about someone in our community and wishes to send the administration an anonymous report, they may do so through Lighthouse Services: Website: www.lighthouse-services.com/hollandhall-student

Toll-Free Telephone (Phone calls only):833-530-0009

Text: reports@lighthouse-services.com

Traffic

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

Upon entering and exiting from and onto 81st Street, drivers must obey all hand signals by officers directing traffic and maintain proper distance between each vehicle. For the safety of our students and the safety of the officer directing traffic, drivers should refrain from using any electronic device as they approach the directing officer.

Students are also reminded that before and after school, the portion of 81st Street in front of the school is a posted 25 mph. The speed limit on school grounds is 15 mph. Speeding and reckless driving will not be tolerated. Offenders will be prosecuted. Students who fail to practice safe driving habits may lose driving privileges as determined by the Dean of Students.

Skateboards

Skateboards are not permitted on campus unless they are approved by the Dean of Students or the Head of Upper School

Parking

Students should park in only designated areas, never on the grass, or in a manner that disrupts traffic flow or creates a safety issue. Seniors have been given a dedicated area in which to park. All other students are to park in the areas that are designated as open. Students are never permitted to park in visitor, faculty, or handicapped spaces. Students should also remember that parking lots are not *hangout* spots. The only reason to be in the lot is while entering or exiting one's vehicle.

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

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

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

Money/Valuables/Lockers

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

Visitors to School

All visitors must sign in with one of the receptionists. They will be provided with a visitor's badge that they should wear at all times while on campus. Students may bring guests to school only with approval from the Dean of Students or the Head of Upper School. The host student is responsible for the behavior of his/her guest. Guests must comply with Holland Hall behavioral guidelines.

Third-Party Car Services

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

Use of Campus Trails & Fields

Holland Hall is blessed to have a beautiful 162-acre campus that should be enjoyed in many ways. Students who wish to take advantage of the campus trails and fields during the school day must notify either Ms. O'Neil, Ms. Fondren-Bales, Ms. Udwin, or Dr. Berglund of their intent. It is always wise to be accompanied by a buddy and carry a cell phone.

Security

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

MISCELLANEOUS

Building Hours

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

Lost and Found

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

Movie/Video Policy

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

MPAA Ratings

- *G: General Audiences* – All ages admitted.
- *PG: Parental Guidance Suggested* – Some material may not be suitable for children.
- *PG-13: Parents Strongly Cautioned* – Some material may be inappropriate for children under 13.
- *R: Restricted* – Under 17 requires accompanying parent or adult guardian.
- *NC-17: No one under 17 admitted*

Food Delivery

Students are not permitted to have food delivered to campus except by a parent. The parent may bring food only for his or her child / children.

Food Provided on Campus

Students may purchase breakfast and lunch in the Tandy Dining and Wellness Center. Students are issued ID cards that function as debit cards. These cards may be replenished online or by bringing either cash or check to Ms. O'Neil 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 Ms. O'Neil for a small fee. Credit is not granted by the lunchroom staff. For any questions regarding debit cards, please contact Ms. O'Neil. Students may not use another person's card.

Food Consumption on Campus

Students may not consume food in public common spaces within the buildings. Students may eat in the designated dining areas of the Tandy facility, outdoors, or in classrooms/offices, with the permission of the teacher.

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 Ms. O'Neil to remind students of medical appointments, personal appointments, or any extracurricular activities. In the case of an emergency, however, a message will be delivered to the student.

Textbooks/Buyback

Students purchase or lease textbooks through MBS Direct. This is a mail order textbook supplier, which currently serves thousands of students nationwide. MBS maintains a current list of our courses and the books for those courses. Students can access the Virtual Bookstore through the parent portal of the Holland Hall website or by calling MBS 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 through 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. In addition, MBS sells electronic versions of many texts used in Upper School classes. Families may choose to use those electronic texts in lieu of print texts since all students will have a MacBook computer in class with them at all times.

Holland Hall participates in MBS's buyback program at the end of each school year. The **online buyback** offers an opportunity to recover some of the costs of books as well as putting used books on the MBS shelf for next term. Thus,

the overall costs of textbooks are reduced. Three simple steps are necessary to participate in the **online buyback**: an online quote must be created, an online FREE UPS shipping label must be printed, and arrangements must be made for UPS to pick up the books within two to four weeks after the end of the school year. MBS will mail a check to the home within a few weeks of the receipt of the textbooks.

MBS Direct has become a part of Barnes & Noble Education, Inc (BNED) and, going forward, will be known as *Barnes & Noble College (BNC) K-12, Powered by MBS*. This rebranding will begin after the 2019-2020 school year starts.

Infectious Disease

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

Disclosure

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

Confidentiality

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

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.