



Middle School Student / Parent Handbook

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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.
- The key goal of education is to have the student assume responsibility for learning.

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

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

WHO CAN ANSWER YOUR QUESTIONS

Holland Hall Community Directory

For faculty extension numbers or other contact information, please refer to the online Directory available through the Holland Hall App.

Advisor

Each student in the Middle School is assigned to an advisor. Advisors provide guidance for students in all areas of school life. They serve as an advocate for students with other members of the faculty and administration. They serve as a liaison between family and school. There are designated times throughout the six-day cycle for students to meet with their advisor. Advisory groups will engage in activities and discussions focused on team building, wellness, organization, leadership, and other meaningful and pertinent topics. Advisors will conduct formal family conference two times during the school year, once in the fall and once in the spring.

Head of School

Mr. JP Culley – Ext. 4733 - Mr. Culley is ultimately responsible for every aspect of the operation and management of the school. While his office is at the Upper School, he makes frequent and regular visits to the Middle School.

Assistant Head of School for Academic Affairs

Mr. Richard Hart - Ext. 4750 - The Assistant Head of School is responsible for the oversight of all academic affairs across the three branches of the school. In his role, Mr. Hart works closely with all three branch heads and the department chairs on the scope and sequence of curriculum.

Head of Middle School

Ms. Jennifer White – Ext. 4712 - Mrs. White oversees all aspects of the Middle School program. She can answer any questions that cannot be answered by your advisor. Mrs. White meets with grade level teams of teachers on a regular basis to discuss the progress of individual students as well as programming. She also meets once a month with the Middle School Parents' Association.

Deans of Students

Mr. Nick Bunting, Grades 4/5 – Ext. 4829
4759

Mr. Brian Thompson, Grades 6/7/8 – Ext.

As Deans of Students, Mr. Bunting and Mr. Thompson play an important role in student life. In conjunction with the Head of Middle School, they play a vital role in maintaining a positive tone in the Middle School.

Counselors

Mr. Ryan Myers, Grades 7/8 - Ext. 4762

Mrs. Cassie Gray, Grades 4/5/6 - Ext. 4713

The counselors play an equally important role in the support of students developing a healthy mindset and identity. They are available as resources for parents as well.

Chaplain

Mr. Justin Boyd– Ext. 4945 - Reverend Boyd is the chaplain at the Middle School. He conducts MS Chapel service for all students once per cycle and teaches Religious Education. He celebrates a weekly

communion service for interested members of the school community on Thursday mornings at 7:15 a.m. in All Saints Chapel. The chaplain is also available for counseling and advice.

Nurse

Ms. Linda Christensen – Ext. 4714 - Ms. Christensen is the school nurse and supervises the overall health needs of all three divisions. She is responsible for maintaining files of medical and emergency forms, immunization records, and accident reports. She assists the administration and faculty in developing appropriate health curricula, and in planning and implementing wellness guides. She responds to all on-campus emergencies, student injuries and illnesses, and administers all authorized medications.

Assistant to Head of Middle School/Receptionist

Ms. Kelly Danner – Ext. 4711 - Mrs. Danner can help you with textbooks, making an appointment with Mrs. White, and student records. She can answer many questions about the calendar, the program and the schedule. She is also the person to call when your child is absent. *Please use PowerSchool Learning to see all assignments missed.* Mrs. Danner can help collect other homework material for you. She can also get important messages to students and faculty during the day, but please give her a reasonable amount of time to do so (by 1:30 p.m.). See Mrs. Danner for all Debit Card assistance.

Director of Academic Support

Ms. Gina Johnson - Ext. 4866 - Mrs. Johnson coordinates academic support for Middle School students and faculty. She teams with our learning specialists and faculty to provide the multiple layers of support offered. These layers include After School Study Hall, Peer Tutoring, the Language Arts Strategies course, and internal/external tutoring. Please contact Mrs. Johnson if you have any questions regarding any level of support you feel your child may benefit from receiving.

Middle School Athletic Coordinator

Ms. Crystal Lawson - Ext. 4829 - Coach Lawson oversees Physical Education for 4th-6th grade students and Athletics for 7th and 8th grade students. For the middle school, she he is responsible for coordinating the schedules, coaching assignments, and athletic facility use. She works closely with Mr. Steve Heldebrand, Athletic Director.

Director of Admission - Mr. Justin Butler- Ext. 4740

Mr. Butler arranges tours for interested families, shadow days for prospective students, and Welcome Wednesdays once per month. Mr. Butler is responsible for the testing and screening of student candidates. He is able to address any questions about admission or financial aid The Admission Office is located at the Upper School.

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

PROGRAMS

Academic Program

In the Middle School, all students are enrolled in Social Studies, English/Language Arts, Science, and Math. Students in 4th and 5th grades are exposed to Spanish, French and Chinese in an exploratory manner, spending approximately 10 weeks in each language. Students in 6th-8th grades select to study Spanish, French, or Chinese as a core academic class. All students throughout the Middle School years are enrolled in Physical Education/Athletics, Fine Arts Electives, Music, Wellness, and Religious Education.

Advisor System

Each middle school student at Holland Hall is assigned a grade level advisor. Advisory groups are made up of 12-15 students and meet several times each week. The Advisor becomes a trusted figure and is an advocate for the student in all facets of school life. The purposes of the Middle School Advisory Program center on Student Development (to increase self-awareness as an academic learner, to increase social and emotional awareness, to improve communication skills, and to support social-emotional wellness), Sense of Belonging (to give students a sense of belonging in the community and promote a fun, safe, student-centered environment.), and Family Communication/Community Building (to disperse school announcements/information and guide activities/discussion with students as well as to collect and distribute all relevant student-school information and maintain a academic and growth file for each advisee and establish open communication with parents). Advisor requests for the school year may be made by parents in April/May each year.

After School Activities

Sports events and other extracurricular activities increase during Middle School years. Students will be supervised if involved in those activities. However, the faculty cannot supervise them for long periods of time before and after such activities. Students should not plan on staying on campus unsupervised, waiting for an activity or transportation. If a student has not been picked up on time or is unsupervised after dismissal, he/she will be sent to After-School Care.

Arts Program

The Fine Arts Program in the Middle School is made up Music, Visual Arts, and Drama. Each component offers opportunities through both curricular and extracurricular activities. At the end of each semester, art shows for 4th-8th grades will occur, 6th-8th grade ensembles will perform in the Branch Theatre, and 4th and 5th grade music programs will occur. ***Students are expected to participate and parents and friends are invited to attend.***

Athletic Program

Students in 7th and 8th grades are required to participate in athletics or other offered fitness/physical education activities each of 3 seasons in the school year. Holland Hall is part of the Oklahoma Secondary School Activities Association (OSSAA). Students in 4th-6th grades participate in Physical Education classes during the school day.

Before and After School Care

Students are permitted in the middle school building at 7:45. If a student arrives to school before that time, he/she will need to report to the Middle School Refectory for supervised before school care. Students who must be routinely dropped off before 7:45am will need to be enrolled in Before School Care, which begins at 7am. Parents will be charged a fee for Before School Care.

After School Care is open to all middle school students who must remain after school. Students who have not been picked up in a 15 minute dismissal window will be taken to After School Care. This program is available until 6:00pm. Parents will be charged a fee for After School Care.

Clubs

The curriculum at Holland Hall is supplemented by activities, clubs, and organizations designed to help students become involved in school life outside the classroom. All students are encouraged to participate in one or more organizations along with their regular classes. There are many opportunities for students to assume leadership roles in determining the tone and direction of the school, including in the formation of and participation in clubs. Club Offerings for the school year will be posted on the website and in the building by the third week of school.

Community Service

The Community Service Program in the Middle School is an extension of the school's mission to foster in every student a deep sense of social responsibility. Giving time and service to your community is a life skill that we value and strive to teach and model. Various opportunities exist in Middle School for students to give to their community. In the spring, the entire middle school student body participates in Days of Service with students going out into the greater Tulsa community to serve at various organizations.

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. **Chapel** services occur regularly during the school year to enhance and celebrate values consistent with the school's mission as well as recognize certain national and religious holidays, such as Thanksgiving and Martin Luther King's birthday. ***It is expected that everyone will attend.***

Academic Support

Based on recommendations made by the educational team, a student may be placed in an academic support class to support his/her learning in the core curriculum with an emphasis on language arts skills or math. Additionally, upon the recommendation of a student's educational team, a student may attend an after school study hall manned by the Middle School learning specialists. This is a structured environment designed to monitor a student's approach to task, pacing, previewing and other necessary academic skills.

Wellness Programs

Holland Hall conducts age appropriate wellness programs, which address issues of kindness, inclusivity, personal health, healthy relationships, digital citizenship, drug/alcohol education, growth/development,

and sex education. From time to time, speakers on topics relevant to wellness issues are brought to the school for the benefit of students and parents.

ANNUAL SCHOOL EVENTS

Book Fair

The Book Fair is held over a weekend in late February at the Middle School. Used books, magazines, and games are donated and collected by parents and students to be sold. The Parents Association sponsors this event, and the proceeds go to support various aspects of school life including scholarships and equipment.

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.

Dances - 7th/8th Grades

Holland Hall hosts casual dances for 7th and 8th grade students throughout the school year. These dances are from 7:00-9:00 pm in the Middle School Black Box.

The 8th Grade has a Formal Dinner/Dance in January. Dinners are hosted at family homes and students are assigned to a home by the Dean of Students. Holland Hall busses transport students from the Upper School Commons to the homes. After dinner, all students are brought back to campus for a Dance in the Upper School Black Box (Newman Theater).

8th Grade students also celebrate the end of their middle school years with a Commencement program followed by a casual dance on the last day of school.

Field Day

Every year, the Middle and Upper School joins to host a Field Day for the Holland Hall community. Each grade level, 4th-12th as well as some clubs sponsor Field Day activities. Proceeds from the class-sponsored activity are deposited into an account set up for each 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.

Movie Nights

Holland Hall Middle School hosts two Movie Nights for 4th-6th Grade students. These are held in the Middle School Black Box and are from 6:00-8:00 pm.

Outdoor Education/S.O.O.D.

Students can learn many things in an out-of-doors experience that they cannot learn in a classroom. They can especially learn to appreciate nature and and connect with peers and teachers in new and meaningful ways. Each grade level in the middle school participates in a School Out of Doors experience in the fall semester. 4th Grade spends one full school day learning and engaging in activities outdoors. 5th Grade spends one night on the Holland Hall campus followed by a full day of outdoor education programming at a local camp. 6th-8th Grade travel to New Life Ranch to spend one night and participate in 2 full days of outdoor programming focused on curricular connections and team building experiences.

MIDDLE SCHOOL FACILITIES

Classrooms

Classrooms are normally open from 7:45 a.m. to 4:00 p.m.

For security purposes, all gym and academic building doors will be locked at 4:00 p.m.

Fields and Courts

Our campus contains 162 acres of woods, fields, ponds, tennis courts, etc. While there are many planned activities that take advantage of our facilities, for their own safety, Middle School students should not leave the immediate area of the Middle School without an adult.

At night football games, parents should accompany Middle School students. Students should stay on the home side of the field. Entering the wooded areas or crossing the bridge to the unlighted side of the campus by the baseball field is prohibited.

Drop-Off/Pick-Up Locations

Grade 4 students should be picked up on the road, north of the building. Grade 5 students should be picked up on the east side of the school. Grade 6 and 7 students are picked up in the Circle Drive. Grade 8 students should be picked up on the east side near the 6th grade entrance. **Parked cars should never be left unattended.**

MS students will not be permitted to walk or bicycle home without written parental permission. 4th-6th grade students who need to wait for a 7th/8th sibling must report to the library at their dismissal time and will be supervised until parents arrive for the later dismissal time. They are not permitted to wait elsewhere on campus in an unsupervised situation or attend the older sibling's sports practice or other activity, unless permission has been granted by the Head of Middle School.

Gymnasium

The gymnasium is used for physical education classes, certain athletic contests and special events. Students should not enter without adult supervision. We ask that students wear non-marking shoes when participating in PE, athletics, or other activities in the gym.

Library

Our Middle School library welcomes students daily from 7:45 a.m. until 4:00 p.m where students can access resources, collaborate on research projects or find a quiet space to study or read. The Middle School library maintains an outstanding, dynamic and diverse collection of resources including books, periodicals, reference materials, CDs, DVDs, desktop computers and other technology related materials. The library web page highlights unique monthly book displays, recommended and summer book lists, and numerous helpful links to websites, the online catalog, subscription databases and digital resources essential for research assignments, all accessible to students remotely with their six digit student i.d. number. Students learn to access and use resources responsibly and return them when due. Students are required to pay for any lost or damaged resources at the end of the year.

Lockers

4th Grade students are assigned cubbies in the 4th grade pod. 5th-8th Grade students are assigned hall lockers. *We recommend that students not bring valuable items to school.* If it is necessary to do so, students are strongly encouraged to check such items in with their advisor.

GENERAL LOCKER RULES:

1. Do not enter another student's locker.
2. Do not apply stickers or decals or deface the inside or outside of locker.
3. Please do not leave perishable food items in lockers overnight.

Refectory/Lunch

Our students eat lunch in the Tandy Dining Hall. Students may bring their lunch from home or obtain it at school. Students who bring lunch from home should do so in a box or bag that is labeled with the student's name. Lunches are kept in the student's locker or classroom and cannot be refrigerated.

Students who desire to purchase food items at school will do so using their debit card. Debit cards may be replenished through the Holland Hall website parent portal or through the Middle School office. Students may not purchase any food items to be taken out of the Tandy Dining Hall and into the Middle School.

Emergency lunch tickets will purchase a sandwich or slice of pizza, a bag of chips or piece of fruit, and a milk or small drink. These "green cards" are available from Ms. Danner in the MS office and charges will be deducted from the child's debit card.

Parents are welcome to eat lunch with their child. We ask parents to refrain from bringing in food for groups of children and request that parents sign in when they arrive on campus.

POLICIES AND PROCEDURES

ACADEMICS

Grades

4th Grade - At the Middle School, 4th graders are strengthening their skills and developing study habits which will enable them to cope with the rigorous academic program of the upper grades. We meet students where they are and tailor experiences to individual needs when possible. ***We do not assign semester grades.*** Individual quizzes, papers, and tests are graded, though. Each faculty member writes detailed comments on their homeroom students on regular intervals.

Grades 5-8 - In grades 5-8, student progress is evaluated through the written comments, academic grades and benchmarks. Teachers write comments at the midterm of each semester. Advisors will hold student-led conferences at those times. Comments may also be written at other times throughout the year that would indicate a noticeable change in performance. Grades are derived from performance on homework quizzes, tests, papers, and projects.

Numerical Value of Letter Grades

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

Semester and Final Grades

In fifth grade, the first and second semesters will be equal to 50% of the final grade. No final exams are given. In sixth through eighth grades, the first and second semesters will be equal to 45% with final exams in 6th, 7th, and 8th grades worth 10% of the final grade.

Conferences

Two student-led conferences are scheduled each year - one in the fall and one in the spring. Parents may request a conference with the advisor or a teacher at any time.

Academic Honesty

Academic honesty is taken seriously at Holland Hall. Incidents of plagiarism, collusion, or other forms of cheating will be referred to the Dean of Students who may then refer them to the Honor Council. Whether the case goes to the honor council or not, the parents will be notified of the incident. All second offenses, even if minor, will result in disciplinary measures. 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.

Holland Hall 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.

Middle School Honor Rolls

There are two Honor Rolls for students in grades 6, 7 and 8. Both are determined by the final grades of the school year and no student with a grade below a “B-“is eligible. The “**A**” **Honor Roll** is comprised of students who have earned an “A” (90-100%) in each academic subject. The “**A/B**” **Honor Roll** is for those students who have earned an “A” (90-100%) in a majority of academic subjects.

Academic Hold/Probation

We believe that middle school is a time when all students should learn to find success in their academics. When performance indicates that this might not be happening, a student support team will work with the family to find solutions that will help the student. If a student ends a semester with 1 F or 2 or more Ds in academic classes, he/she may be placed on Academic Probation for the upcoming semester. Being on academic hold means that when contracts are issued in February, we will hold the contract until we are confident the student will meet academic expectations. If, after one semester, academic expectations are not met, the student may continue on Academic Hold, move to a Probationary Period, or work with the support team to find a school that can meet the students’ needs.

Grades and OSSAA Eligibility (7th/8th)

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

Homework

Teachers assign appropriate levels of homework designed to support and enrich the topics covered in class. Students may find that homework is not assigned every day in every class. Nonetheless, it is important for students to learn to be accountable for work to be completed outside of a regular class period. Assignments will not only strengthen skills learned in class and encourage sound study habits; they will also allow students to explore subjects in greater detail.

Late Work

Due dates for homework, projects, and tests are determined at the teachers’ discretion. When students are in regular attendance, it is their responsibility to make sure they meet these deadlines set by teachers.

It is the student’s responsibility to collect work from their teachers that is missed due to athletic competition or other planned absences. Therefore, students are not given extra time to complete work missed due to these absences, all work is due digitally while away or upon return. Students should also be fully prepared for any assessments scheduled.

When a student has an excused absence with an allowance for extension on due dates, the teacher will provide the same amount of days the student was absent to turn in late work due during the absence. Individual circumstances will be considered by teachers when appropriate to adjust due dates. It is the responsibility of the student to communicate with the teachers.

In situations where students do not turn in work on time, the following procedures apply.

- For small, nightly homework assignments with no absences to be considered, no late credit will be given and students will not receive credit for these missed assignments.
- For larger assignments and/or longer term work, 10% deduction for each academic day the work is late will be applied.
- For long-term projects in which significant class time was provided for the completion of the project, ***the student will receive a zero for not completing the work if not turned in by the assigned date.***

Academic Support

Holland Hall seeks to meet the individual needs of its students. In many cases a student may have average to superior ability, but encounter learning difficulties affecting their classroom performance. At the recommendation of the educational team, a student may be referred for evaluation by a community professional. Following this evaluation, a parent conference is held with Academic Support personnel, the Head of the Middle School, and the advisor. Recommendations made by the professional will be evaluated and implemented as appropriate to our program. The supports we are able to provide include Language Arts Strategies (a class that meets in the place of a World Language), Math Support Class (a class that meets in the place of a World Language for 4th/5th grades and instead of a study hall for 6th grade), Tutoring (peer or with a faculty), After School Study Halls with our learning specialists, and various accommodations within the academic program. A Learning Assistance Plan outlining individual student accommodations is written, reviewed yearly, and shared with parents and teachers. The potential for improved academic performance exists when the student, parents and educational team work cooperatively to address the student's learning profile. If there should come a time, when, even with support, the student is unable to succeed, the school would then counsel with the parents about the appropriateness of our program for the student.

Tutoring Policy

Tutoring is part of the support system we can provide to our students. So that we can best support our learners and our curriculum, we ask that all tutoring be arranged/communicated through Gina Johnson's office. Generally speaking, we can arrange for US peer tutors and MS teacher tutors. Teachers do not tutor their own students during the school year.

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.

PHYSICAL EDUCATION AND ATHLETIC INFORMATION

Uniforms

4th-6th Grades - 4th grade students do not change out of school uniform for PE. For 5th and 6th grade students, black gym shorts and a white Holland Hall shirt are required. Items may be purchased from C & J School Uniforms located at [4984 S. Memorial](#) in the Fontana Shopping Center.

All students must wear athletic shoes during PE class. *They do not have to be different from the shoes they wear to school, as long as they are wearing athletic shoes. If not wearing athletic shoes to school, students are expected to bring a pair to change into before PE class.*

Grades 7-8 - Students should talk to their individual coaches before purchasing clothes for sports. Practice attire will vary by sport.

Lockers

Gym lockers are assigned to all 5th-8th Middle School students. Master combination locks will be checked out to all 5th and 6th grade students. 7th and 8th grade students are given the opportunity to check out a lock, but are not required. It is highly encouraged to check out a lock if the student plans on keeping their belongings in their locker overnight.

Course Requirements

4th/5th/6th Grade students take P.E. class daily. 7th-8th Grade students enroll in sports three seasons per year. Passing grades are required for promotion. Students are expected to honor Holland Hall athletic commitments over those of outside athletic programs.

P.E./Sports Excuses

To be excused from P.E. (4th-6th) or Sports (7th-8th), a child must have a note. If the excuse is for more than two days it should be a doctor's note. These notes are to be in writing and turned in to the Nurse. If this procedure is not followed, the student is expected to be at practice that day.

Dismissal on Game Days

Because teams do not hold practice on days when athletic contests are scheduled, we are able to offer two options for student pick-up on game days:

- Regular pick-up at 3:45 p.m. - Supervised study hall during the athletic period.
- Pick-up at 2:25 p.m. - Students are free to go home and return at the time designated by his or her coach. This option allows time for rest and/or homework at home, but students must be prompt in returning at the specified time.

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, Dean 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**.

Planned Absences

- Students in Middle and Upper Schools 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 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 Dean 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 4 tardies, he/she will receive a Dutch Reminder. A pattern of tardies will be addressed by 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, sign back in upon returning to campus. Upon return, students are required to present a medical excuse note from the doctor.

School Closing Notice

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

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

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.

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. Detailed dress requirements are available on the Holland Hall website. 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.

Middle 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. Hats are not permitted to be worn in any building on campus.

<i>Girls Grades 4-8</i>	
<i>Shirts</i>	<i>Cardinal short sleeved collared pique knit shirt with embroidered Holland Hall current logo (no Crest) on left chest through C & J School Uniforms. Plain white t-shirts or white long-sleeved shirt may be worn under uniform shirt.</i>
<i>Jumpers,Skirts, Skorts</i>	<i>Plaid or navy skirt or skort in through C & J School Uniforms. Skirts must be worn no shorter than 3” above the top of the kneecap. (Bike shorts worn under skirt must be shorter than the skirt.)</i>
<i>Pants, Shorts</i>	<i>Any khaki-colored dress pant or khaki short with a plain brown or black belt.</i>
<i>Sweaters</i>	<i>Navy or black sweater with HH logo available through C & J School Uniforms.</i>
<i>Sweatshirts Outerwear</i>	<i>Any outerwear with an official Holland Hall logo. Available from C & J School Uniforms, Dutch Zone and Dutch Athletics.</i>
<i>Gym P.E.</i>	<i><u>Grade 4</u> - Students do not change clothing for P.E. <u>Grade 5-6</u> - Any white Holland Hall t-shirts and black shorts. <u>Grades 7-8</u> - Practice clothing is determined by individual coaches.</i>
<i>Socks Tights</i>	<i>Socks are required. Dark, solid colored tights and leggings are permitted under skirts.</i>
<i>Shoes</i>	<i>Low heeled athletic shoe or loafer in black, brown or tan. Athletic shoes must be worn for PE classes. No sandals, open-toe shoes, or shoes above the ankle height are permitted. (No Crocs or Birkenstocks)</i>

<i>Boys Grades 4-8</i>	
<i>Shirts</i>	<i>Cardinal short sleeved collared pique knit shirt with embroidered Holland Hall current logo (no Crest) on left chest through C & J School Uniforms. Plain white t-shirts or white long-sleeved shirt may be worn under uniform shirt.</i>
<i>Pants, Shorts</i>	<i>Any khaki-colored dress pant with a plain brown or black belt. Walking shorts in navy or khaki.</i>
<i>Sweaters</i>	<i>Navy or black sweater with HH logo available through C & J School Uniforms.</i>
<i>Sweatshirts Outerwear</i>	<i>Any outerwear with an official Holland Hall logo. Available from C & J School Uniforms, Dutch Zone and Dutch Athletics.</i>
<i>Gym P.E.</i>	<i><u>Grade 4</u> - Students do not change clothing for P.E. <u>Grade 5-6</u> – Any white Holland Hall t-shirts and black shorts. <u>Grades 7-8</u> - Practice clothing is determined by individual coaches.</i>
<i>Socks</i>	<i>Socks (no higher than mid-calf) are required.</i>
<i>Shoes</i>	<i>Any low heeled athletic shoe or loafer in brown black or tan. Athletic shoes must be worn for PE classes. No sandals, open-toe shoes, or shoes above the ankle height are permitted. (No Crocs or Birkenstocks)</i>

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

Standards of Conduct

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. Regardless of the medium, 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 pre-cursor to conversations with students to assist them in better decision-making.

Dutch Reminders (DRs)

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: uniform violations, eating in restricted areas, or arriving late to class, just to name a few. The ***DR*** is simply a report. If a student 'breaks a rule,' a teacher will address this in the moment with a conversation and a correction and/or consequence, followed by the issue of a ***DR***. ***DR***'s are recorded in a document that is shared with Deans, Counselors, and Branch Head. When the number of ***DR***'s reaches a certain level, a protocol will go into effect. (*The protocol is listed below*). More severe behavior infractions will be handled immediately and directly by the teacher, Deans and/or Head of Middle School and depending on the situation, may be addressed through our Honor Council at the discretion of the Deans of Students and/or the Head of Middle School

Dutch Reminder Protocol

Upon receiving a 5th ***DR***, the Dean will have a conversation with the student. There will be typically not be consequences assigned at this time, however, the parent may be notified.

After 7 ***DR***'s, the student will need to meet a second time with the Dean and perhaps other interested parties. An official plan will be created by the student and agreed to by the Dean. There could be consequences imposed as part of the plan, if those are warranted, or all parties agree they could help in the area where the student is struggling to meet expectations.

Each successive **DR** thereafter would necessitate a conversation with the Dean and perhaps the Branch Head to reassess or alter the plan for improvement. Consequences would definitely be a part of this phase, agreed upon by both the Dean and the student.

In 6th-8th grades, an excessive accumulation of **DR's** may be cause to go before the Middle School Honor Council, at the discretion of the Dean of Students. Subsequent **DR's** would be handled according to what is in the student's best interest, taking into account that the school also has an interest in the process.

DR's 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.

Some behaviors warrant immediate consequences, such as more serious infractions, overall disrespect of members of our community, or disruption of the learning environment. These consequences can include detention, suspension, or separation from school. In these instances, discipline situations will be handled directly by the Dean of Students, Head of Middle School, and/or Head of School. Parents will be notified if an issue of great concern arises.

Middle School Honor Council

The Middle School Honor Council meets if there is a pattern of student behavior that warrants a faculty consensus on consequences. Honor Council meetings will be centered on respecting the confidentiality, dignity, and integrity of a participating student. The Dean of Students will choose faculty members from a small pool of representatives to discuss solutions. Any recommendations coming out of an Honor Council meeting will be approved by the Head of Middle School.

Detention

As a result of some infractions, Middle School students may be assigned to detention. Detentions may be scheduled for Recess, Lunch, before school, after school and/or a Saturday. The Dean of Students must be notified in advance if a detention is going to be missed for any reason.

Harassment and Bullying/Cyber Bullying

Any form of harassment or bullying will not be tolerated at our school. Any student who believes that he/she has been bullied or harassed is expected to immediately report the incident to the Dean of Students, Counselor, Head of Middle School, or other faculty member. Following a complaint of bullying or 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. *Please remember it is important for the student who feels bullied to set boundaries with the aggressor.* Any student found to have engaged in harassment and/or bullying shall be subject to appropriate disciplinary actions, which may include suspension or expulsion.

Bullying/Cyber Bullying

Bullying occurs when a student is the target of intentional, repeated negative actions usually in the form of hurtful acts, words or other behavior such as: intimidation including name-calling or threatening behavior; social alienation including shunning or spreading rumors; or physical aggression. Cyber bullying occurs when this behavior occurs on social media or other online platform.

Sexual Harassment

Sexual harassment, whether verbal or physical, is a serious offense. Such behavior does not exemplify the respect for others that Holland Hall aspires to maintain. Disciplinary action in such cases is likely to be direct and serious. Some forms of sexual harassment are considered violations of criminal law or covered by mandatory reporting obligations, and may need to be reported to legal authorities. Students are also protected from any retaliation for making a good faith harassment complaint or for participating in a harassment investigation. Any student with a concern that he or she is being retaliated against should immediately bring it to the attention of the Dean of Students, Division Head, school nurse, or the student's advisor.

Other Forms of Harassment

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

- Making racist comments
- Making derogatory comments about religion
- Make cruel personal jokes
- Teasing about sexual orientation

No one should be allowed to harass anyone on the basis of sex/gender, race, color, religion, national origin, disability, sexual orientation, or ethnic background.

Please Note: The regard in which Holland Hall and its students are held in the community at large is necessarily determined, in a large part, by the way in which its students conduct themselves away from the campus. Therefore, conduct on the part of the student while away from school which reflects a disregard of the norms of social behavior expected of a Holland Hall student may, at the school's discretion, also subject the student to suspension, expulsion, or non-renewal of the school's enrollment contract. ***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.***

Prohibited Conduct, Searches, and Reporting

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

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

No student shall have an expectation of privacy from school administrators or faculty regarding the contents of lockers, desks, 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 Dean 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 Dean 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.

The following is a list of major infractions that may result in major disciplinary response:

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

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.

Weapon/Controlled Substances Free Campus Environment

Students and non-students shall not possess, use or distribute a weapon, controlled substances, or intoxicants 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. All students are prohibited from attending school or a school related function under the influence of any controlled substance or intoxicant. It is the policy of Holland Hall that all administrators, faculty and staff members shall report to the Dean of Students, Head of Middle School, 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 possession of a weapon. The Dean of Students, and/or the Head of Middle School shall immediately notify the Head of School and the student's parent(s) or legal guardian.

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.

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.

RESPONSIBLE USE POLICY (RUP)

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

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 and Conservation of Resources

I will follow all guidelines set by my teachers regarding the use of electronic devices. 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 (including smart watches)

Our Philosophy - We acknowledge that cell phones are an integral part of our communication today. We prioritize the appropriate and healthy use of them in an academic setting. Academic work, social development, and balanced living are priorities at school. The culture of learning at Holland Hall prioritizes face-to-face interactions. Because all students have devices (laptops or iPad) that will allow them to do the majority of the activities that would be done on a cell phone, we choose to 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.

MS Personal Device Rule

All activity on a personal electronic device, including cell phones and smart watches, should be for academic purposes or as otherwise approved by a Holland Hall faculty member or coach. If a student

feels the need to use their device (s)he only needs to ask permission to use the device. If a student is using their device without permission, faculty members will confiscate it and turn it into the MS Office. Parents are then asked to pick the phone up at the end of the school day.

MISCELLANEOUS

Attendance at Special School Events

There are occasions throughout the school year when MS students are interested in watching siblings perform in major Holland Hall productions. We encourage students to support family members, but it is expected that they will return to class at the conclusion of the performance.

Birthdays, Other Parties and Gifts

Invitations for birthday parties are not to be distributed at school unless all students in that grade are included. Parents may make plans to bring treats for the entire class at lunchtime by prior arrangement with the faculty involved. We ask that no treats contain peanuts, which could compromise the health of some of our students. There should be no disruptions of classes or schedules by balloon bouquets, etc. or special collections by groups of children for other individuals. If you have any questions regarding these matters, please contact the advisor or the Dean of Students.

Field Trips

Field trips are frequently a part of the educational program at the Middle School. Parents will normally be informed of such trips ahead of time. Faculty chaperones will accompany students on all school sponsored field trips.

Item #9 on the enrollment contract covers permission for school-sponsored trips. Therefore, unless we are informed to the contrary, we will assume that all students have parental permission to participate fully in any day trips planned for their class during the school day as part of their regular program.

Background checks are required for all parent chaperones participating in school trips.

Infectious Disease and Blood Borne Pathogens

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

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.

Library Books

All library accounts must be current (no lost or overdue books) before exams begin. Students are responsible for returning overdue library books the day before a free dress day in order to qualify for "free dress" privileges.

Lost and Found

As soon as a student discovers an item is missing, he or she should report it to his or her advisor and to the office. Items left around school, especially those bearing no names, are turned in to the Lost and Found area near the library. Parents and students are urged to check there for missing items.

Medical Attention

Parents will be notified immediately when a student suffers an injury requiring medical attention while at school or on a school-sponsored trip. In an emergency situation, or if the parents cannot be contacted, Middle School students will be taken to the emergency room at St. Francis hospital or another convenient hospital. Parents will then be notified as soon as possible. If a student is injured while on a school trip, the faculty sponsor will take whatever action is deemed necessary to ensure the student's safety and well-being.

All Tulsa hospital emergency rooms require a signed and witnessed Emergency Authorization form. This form must be on file prior to the start of the school year. In an emergency, this form is the only source of information for the faculty or medical facility. Please update this information; especially phone numbers, as needed.

All medication must be brought to the MS office and kept locked in the Nurse's office. An "Authorization for Administration of Medication" form must be filled out yearly for each medication. The medicine must be in the original container properly labeled with the student's name and other pertinent information. Students may not carry any medication with them during the school day. (See below for asthma inhaler exception). Medication will not be administered during extended day hours.

If a student has asthma, please submit a copy of the treatment plan as well as an "Authorization for Administration of Medication" form. Students in grades 6 – 8 will be permitted to carry their inhalers once an "Asthma Inhaler Contract" has been completed. Students in grades 4 and 5 will keep their inhalers in the Nurse's office. We will be happy to work with you on any particular needs for your child.

Movie Policy

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

Parent and Student Access to Personal Files

A parent or guardian that is requesting access to his or her child's student file will be permitted to review the file in the presence of a School staff member designated by the Head of School. Requests for access should be put in writing and approved by the Head of School before being scheduled with the designated staff member. Consistent with the School's policy, the student's account must be in good standing before accessing files.

Personal Property

The school cannot accept responsibility for missing items. All clothing and school supplies must be labeled clearly with the students' names. Students should not bring valuables or large sums of money to

school. If it is necessary to do so, they should leave those items with their advisor. In addition, backpacks and their contents should be neatly stowed in the student's locker each day.

Phone Calls

Students may get permission from a classroom teacher or Dean of Students to use a phone. Personal cell phones are to remain turned off and are to be used only for academic purposes. If a student uses a cell phone inappropriately, the cell phone will be confiscated and taken to the MS Office. At that point, parents will be required to pick up the cell phone.

Student Accident Insurance

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

Trips -School Sponsored or Organized

In order for a student to go on a school sponsored or organized trip or participate in an extracurricular activity (examples: extra curricular foreign travel, extracurricular athletic trips or summer leagues, etc.), the student must be currently enrolled and his/her account must be paid to terms of the contract. In the event that a student's account is more than sixty days (60) past due, that student may lose the privilege of going on the trip or participating in the activity. If this happens the student may not be refunded any deposit or fee used to purchase airfare, reserve hotel rooms or tickets for other activities.

Use of Student Photographs

For purposes of communication (chiefly within the Holland Hall community of students, parents, alumni, and friends via brochures, the school website, and the magazine), advertising (recruitment of students and faculty from the community and beyond), and media, Holland Hall frequently invites students to be photographed, quoted, and/or interviewed. In addition, students occasionally are asked to contribute their writing, art and/or quotes to the Holland Hall Magazine and other publication. You will be deemed to have granted permission for your child's photograph (or video), quotes (including media interviews), stories and/or art (identified by first and last name when appropriate) to be used in ways that enhance the profile of Holland Hall unless you notify the Headmaster in writing of any restrictions you wish in place.

Visitors

Parents are welcome at the school any time. Appointments should be made ahead of time if you desire a conference with a particular faculty member or wish to observe a particular class. Security is an important factor and visitors are required to check in at the office.