



July 20, 2020

Dear Upper School Students and Parents,

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

This document captures the people, events, facilities, and programs that are integral parts of our Upper School community at Holland Hall. We hope that it will help orient everyone to the “Who, What, When, and Where” of our special community.

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 roles that people play, the schedule, the academic program, the main events on campus, etc. allows students to participate more fully in life at Holland Hall.

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

Sincerely,  
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 app 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

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](http://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**

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

# **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***

***\*Due to COVID-19, the Upper School will follow a different schedule for the 2020-21 school year.***

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 Wednesdays). 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**

*\*Due to COVID-19, many of these events will look different for the 2020-21 school year.*

### ***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.

### ***10<sup>th</sup> 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.

### ***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 accomplishment, 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**.....Dr. Gilley  
918-481-1111, x4872

**Mathematics**.....Ms. Rose  
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**Network Administrator**.....Mr. Finch  
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**Religious Studies**.....Fr. Scrutchins  
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**Science**.....Dr. Shingleton  
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**Social Studies**.....Mr. Reichard  
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**Support Services**.....Mrs. Laskey  
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**Technology Resources**.....Mr. Ford  
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