



Holland Hall
Primary School

2025-2026
Student/Family
Handbook

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MISSION STATEMENT

Holland Hall provides a challenging, comprehensive educational experience grounded in a rigorous liberal arts, college preparatory curriculum that promotes critical thinking and life-long learning. A PreK-12 Episcopal school, we seek to foster in each student a strong moral foundation and a deep sense of social responsibility.

DIVERSITY AND INCLUSIVITY

“Strive for justice and peace among all people and respect the dignity of every human being.” — Episcopal Baptismal Covenant

An exceptional educational experience involves celebrating the differences among us. While Holland Hall students are well-prepared for the academic rigors of college, they also take with them what they have learned from their peers — a student body made up of various religious, ethnic, racial, socioeconomic, and other types of backgrounds. As a result, they are ready to lead in the growing number of multicultural settings that await in college and beyond.

The ultimate goal is for every student, faculty member, and family to feel complete ownership in their school community. To help move us toward that end, Holland Hall has a formal statement of diversity and inclusivity adopted by its Board of Trustees.

Diversity and Inclusion Statement

A culture of inclusion is essential to the mission of an Episcopal school with the Church’s history of passionate advocacy for social justice and human unity. The skills of multiculturalism are essential to the depth of students’ learning and their ability to participate in our interconnected world. We employ these skills to drive academic excellence, embolden students to embrace their own identities, and foster appreciation for the differences of others. We welcome and strive to integrate varying family structures, socio-economic backgrounds, genders, ethnicities, sexual identities, religions, races, and physical and cognitive capabilities. In every aspect of school life, Holland Hall commits to teaching and challenging our community to discard stereotypes, embrace inclusion, and practice radical empathy.

EPISCOPAL IDENTITY

Holland Hall deeply values its role as an Episcopal School. We believe that values lie at the heart of education. But solid values are not simple values. We teach freedom and responsibility, belief and open-mindedness, social conscience and individual integrity. Our Episcopal affiliation reflects our belief that individual character unfolds in two important ways: by respecting tradition and thinking for oneself.

Each student at Holland Hall will feel that their own religious beliefs are valued by those around them, while learning to appreciate the religious tenets and customs of others, and grappling with the ethical and moral questions that must be faced by the leaders of tomorrow’s world. These are our goals, and the Episcopal Church supports us in our partnership, as we seek to fully educate and nurture the young hearts and minds entrusted to us.

CORE VALUES

All members of the Holland Hall community are expected and required to overtly support and act in accordance with the school's Mission, Diversity Statement and our Core Values of Trust, Kindness, Hard work, Honesty, Respect and Self Regulation. All members of our community do their part to intentionally support a positive environment and healthy school culture, honoring school policies and standards with integrity and intentionality.

GUIDING PRINCIPLES FOR THE PRIMARY SCHOOL

The primary school years are a foundational educational experience marked by considerable growth, both physically and intellectually. We are dedicated to fostering an enriching environment that nurtures the diverse development of our students during these important years, using our guiding principles of Friendly, Helpful, Respectful, and Responsible. Emphasizing the acquisition of essential skills and positive habits, we prioritize the practice of critical thinking, problem-solving, and effective, age-appropriate communication skills. Recognizing the importance of emotional well-being, we are committed to providing resources and support to help our students develop skills to self-regulate, build resilience, and develop empathy and kindness. Our goal is to instill a culture of comprehensive development, equipping our students with the tools and skills necessary not only for success during their time in the primary school but also for a lifetime of growth and achievement.

PARENT AND FAMILY PARTNERSHIP

Holland Hall values the partnerships we have with our families. A positive and constructive relationship between school and family is essential to the mission of the school. A fundamental element in this relationship is trust. We thank you for entrusting us with your children. We look forward to, and expect, your support of our policies, procedures and values. We know that you will hold your students and yourselves to the standards and expectations outlined in your enrollment contract.

Here are some key areas in which our parents can remain involved in the life of our school community.

Schoology

For regular classroom communication concerning events and projects, please continually check your student's Schoology page throughout the school year.

Parent Portal

The parent portal can be accessed at gotohh.org/parentportal. It is in this portal that links will be made available for most of the information that parents will need, including course information, required health forms, comments and checklists, billing, lunch payments and much more.

Contacting Teachers

We encourage parents to contact teachers as needed or desired via email or phone call. Meetings may also be set up at any time. Work hours for teachers are 7:45 a.m.-3:45 p.m., please allow 24 hours for a reply during these office hours.

Parents' Association

All Holland Hall parents are members of the Parent Association. Many volunteer opportunities as well as parent activities are available throughout each school year. We always look forward to having our parents on campus!

Visiting Campus

There are visitor sign-ins at each main entrance. Please stop by the reception desk to check-in and receive your visitor badge.

THE PRIMARY SCHOOL DAY

School Hours

Early PreK, PreK, and Junior Kindergarten: 9 a.m.-2:45 p.m.

Kindergarten, 1st, 2nd, and 3rd grades: 8 a.m.-3 p.m.

Late Start Wednesday

Each Wednesday morning of the school year is a late start school day. The school day begins at 9 a.m. for all students in the Primary School on Wednesdays. Students in Grades EPK, PreK, and JK can attend the Extended Day program. Students in Kindergarten, First, Second, and Third grades are welcome to stay in the classroom, supervised by the teaching assistants, starting at 7:45 a.m. on Wednesday mornings. If care is required before that time of day, please use the Extended Day program. Please be mindful of traffic on Wednesday mornings as we have a large number of students arriving at the same time.

Arrival and Dismissal

K-3rd grade students may exit their vehicles starting at 7:50 a.m. each morning. Please remain in your vehicle and a member of our faculty will assist students into the building. All students will be entering through the main Primary School entrance.

Teachers begin to assist arriving Early PreK, PreK, and Junior Kindergarten students at 8:55 a.m. to begin school at 9 a.m.

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

Students arriving early (before 7:50/8:55 a.m.) or who are not picked up by the time carpool is finished (2:55/3:10 p.m.) will be directed to the Extended Day Program. Families will be billed for the time the student is in this program.

At dismissal time, families with Kindergarten through 3rd grade siblings should only make one pick-up stop at the youngest sibling's location. This does not apply if the younger siblings are in Early PreK, PreK, or Junior Kindergarten.

Driveway Safety and Etiquette

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

- Be patient and courteous at all times.
- Maintain a speed of 10 miles per hour or less in the driveway.
- Continuously watch for pedestrians.
- Vehicles in the drive during arrival and dismissal are not to be left unattended.
- Loading and unloading children will be done only at curbside.
- Both driveways are restricted for Early PreK, PreK and JK pick-up until 2:55 p.m. during dismissal.

- There is a crossover in the drive to access the EPK, Jr. K, and Kindergarten circle drive. It is imperative that caution be observed, and courtesy be exhibited in yielding to vehicles going to this area.
- Please have your last name, and if you drive carpool, the last name of the children you pick up, visible in the front right side of your car window to assist with dismissal.
- Please avoid talking/texting on an electronic device during drop-off and pick-up.
- The Primary School gate is EXIT ONLY. Please do not enter at this location.
- **Children should not be let out of cars to wait on the porch in the mornings. Please wait in your vehicle for faculty to begin assisting students at 7:50 a.m.**

Lunch and Lunchroom

Holland Hall will provide food service for the PS students (PreK-grade 3) five days a week. This service will be paid for separately by the parents. Food will be ordered and paid for online via the Parent Portal, gotohh.org/parentportal. Purchased lunches for EPK students are not available; please send in a lunch from home. If your child forgets lunch, please bring the lunch to the Primary School office by 11 a.m. If no lunch can be located for your child, a school lunch will be purchased and you will be charged accordingly.

Because young children have distinctive eating habits, the Primary School students may bring their lunch to school. Each grade level provides suggestions for lunches. Students are not to bring soda pop or drinks that stain. A thermos or box drink should be provided. Lunches are not refrigerated; therefore, foods should be prepared with this in mind.

A number of students in the preschool and primary school programs are extremely allergic to tree nuts, peanuts, and their products. We are very concerned about the possibility that a student with a tree nut/peanut product in his/her lunch could inadvertently compromise the safety of another. Not sending any foods containing nuts or nut products in your child's lunch would be ideal, but if you send any food items containing nuts for lunch, we are asking that you **please label the outside of your child's lunch box indicating that a peanut or tree nut product is enclosed.**

Since snacks are eaten in the classroom in close proximity to other students, please do not bring items containing nuts or nut products for a snack.

Parents are encouraged to volunteer to help in the lunchroom. More information about this volunteer program is available from the Parents' Association. If you are volunteering, please remember our lunchroom is a technology-free zone. Please do not share your device with your child.

Other than lunchroom volunteers, we are unable to accommodate visitors during lunch.

Extended Day Programs

There may be times when your schedule does not coincide with the typical school day. In order to accommodate your needs, we offer an Extended Day Program from 7 a.m. until the start of the school day and from the end of the school day until 6 p.m. There is no need to enroll. However, we request parents to email their child's teacher if they know they will

attend aftercare regularly or need a drop-in. Parents should cc Debbie Almohandis at dalmohandis@hollandhall.org in their emails.

Split Pick-Up

Primary school students in grades Junior Kindergarten through 3rd grade with siblings in the Middle School in 4th, 5th, and 6th grades are eligible for Split Pick-Up services. Please let your child's teacher know if you need this service. Primary students enrolled in Split Pick-Up will be supervised in the PS Gym/2nd Grade porch until Middle School 4th-6th dismissal has been completed. Please pick up your Middle School student first, then proceed to the Primary School.

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) by text, email or through the school's website. The information will then be submitted to the following media outlets – KOTV Channel 6, KTUL Channel 8, KJRH Channel 2 and FOX 23. Once school has been canceled, please continue to check the school's website for updated information.

To ensure that you will get texts and emails, make sure to update your contact information in the Parent Portal of PCR (gotohh.org/parentportal).

DRESS REQUIREMENTS

Dress Code Requirements

Find a list of approved boys and girls uniforms on the website, hollandhall.org/parents.

Primary School Dress Code Requirements

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|---------------|--|
| Shirts | <ul style="list-style-type: none">• White short- or long-sleeved polo-style shirt with red, embroidered Holland Hall H-mark logo.• White blouse with navy piping (short- or long-sleeved) can be worn with the jumper ONLY.• Available through C&J School Uniforms, Lands' End, or Tommy Hilfiger Uniforms.• Plain white polo-style shirts with no brand logos may be embroidered using a Holland Hall-approved vendor listed in this document. |
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Jumpers, Skirts, Skorts	Jumper, plaid skort, or skirt (with modesty shorts) through C&J School Uniforms, Lands' End, or Tommy Hilfiger Uniforms.
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Pants	Navy dress pants.
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Shorts	Walking shorts in navy.
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| Sweatshirts
Outerwear | <ul style="list-style-type: none">• A Holland Hall crew neck sweatshirt, quarter-zip, or full-zip in navy, black, or heathered gray with only the official Holland Hall H-mark logo on the left chest may be worn over a uniform shirt. These items must be purchased through Holland Hall, Lands' End, C&J School Uniforms, Tommy Hilfiger Uniforms or another source that has received permission from the Communications Department to use the official logo. No hoodies permitted.• Navy or black sweaters or cardigans with Holland Hall H-mark logo, sold from the above sources.• Non-Holland Hall coats may be worn when outdoors. |
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Gym/P.E.	Navy shorts must be worn under jumpers.
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Socks, Tights	Solid-colored socks are required. Solid black or navy tights or leggings may be worn under the uniform.
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|--------------|---|
| Shoes | <ul style="list-style-type: none">• Any good sturdy, low-heeled athletic shoe must be worn.• EPK and PreK students should avoid tie shoes.• Not Permitted – Shoes with blinking lights, sandals, open-toe shoes, or shoes above the ankle height. |
|--------------|---|

Uniforms

Early PreKindergarten – 3rd Grade students are required to wear uniforms. Shoes must match. **Shoes with flashing lights are not approved. These requirements will be strictly enforced. Please do not disappoint or embarrass your child by purchasing non-approved shoes for school wear.**

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. Only shirts purchased in the Dutch Zone or through athletics are to be worn. Uniform pants, shorts, and skirts must be worn.

Free Dress Days

Free dress is a rare privilege. On such days, students may wear non-uniform clothing that is appropriate for the school setting. Athletic shoes must be worn.

SCHOLASTIC INFORMATION

The Curriculum

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

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

Homework

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

Academic Support in the Primary School

The Primary School's Academic Support department consists of two full-time Learning Specialists who serve students in PreKindergarten through Grade 3. Children who are referred for support are observed in the classroom and assessed informally. Materials used and strategies provided for remediation are matched to each child's learning style to utilize maximum learning potential. Assessment is ongoing to encourage growth. Classes are arranged in small groups or individualized.

Learning Assistance Plans

If the school has an outside psychoeducational evaluation report for a student, a Learning Assistance Plan (LAP) outlining individual student accommodations is written, reviewed yearly, and shared with families and teachers. Holland Hall offers limited accommodations, including preferential seating, extended time, access to class notes, and prescribed devices to support auditory and/or visual diagnoses. In order to continue to receive accommodations, students will be required to have updated evaluations (4 years) on file. The potential for improved academic performance exists when the student, family, and educational team work together 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

If your child is tutoring with an individual, please be in touch with our Director of Student Support. Teachers may not receive pay for providing tutoring services to their own students.

Conferences and Written Reports

Working in partnership with families regarding individual students is critical in the educational process. Individual conferences are formally scheduled three times per year;

however, a conference will be scheduled any time a need arises. Never hesitate to contact your child's teacher, or the Primary School Head, should you have a concern.

Conferences are scheduled as follows: During the first week of school, in the fall, and in the spring. Assessment/Skills checklists are provided for students in Early PreK through Grade 3 in the Primary School. Assessment/Skills checklists are provided at conferences in October and March and available on the Parent Portal, gotohh.org/parentportal in June. In addition, samples of student work are shared during conferences.

*If there is an outstanding balance on the family account, reports will not be released until the account is paid in full or arrangements have been made.

Records Requests

Families may request that official Primary School records be sent to the admissions offices of other schools by calling the Primary School Office.

*If there is an outstanding balance on the family account, reports will not be released until the account is paid in full or arrangements have been made.

Academic or Behavioral Probation

When performance does not show evidence of success in learning, a student support team will work with the family to find solutions that will help the student. If academic expectations are not met, when contracts are released in February, we will hold the contract until we are confident the student will meet academic expectations.

Continuous struggles with behavior patterns or other indications that a student is not fulfilling his/her potential at Holland Hall may also result in a contract hold in February.

Academic Honesty

In the Primary School, we value the principles of trust and honesty in all we do. The majority of student work takes place during the school day. For any work completed outside of school hours, please encourage your students to independently complete their work. This sets good foundational practices for Middle and Upper school years.

Field Trips

Field trips are frequently a part of the educational program in the Primary School. Families will be informed of such trips ahead of time through Schoology and/or the Grade Coordinator. Teachers and teaching assistants accompany students on all school sponsored field trips. We are able to accommodate families on most field trips.

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.

Counseling and Wellness

Holland Hall's Counseling team aims to assist students in navigating life's expected and unexpected challenges. Counselors assist students in becoming their best self and learning what it means to be healthy and well in all capacities of life. Counselors are available during

the school day to support students and help them navigate academic, social, emotional, major life events, and other challenges that they may experience. Counselors support students, parents, families, faculty and staff through individual meetings, advocating, collaboration, problem solving, and referrals. Counselors meet regularly with faculty and staff to collaborate, stay informed, and offer support on how to best support students. Students can be referred to counselors by teachers, parents, or self. Counselors may provide referrals to outside agencies and resources, as needed.

Chaplaincy

Holland Hall is affiliated with the National Association of Episcopal Schools and the Episcopal Diocese of Oklahoma, which provide 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.

The role of a Primary School Chaplain involves a combination of administrative, spiritual, educational, and pastoral duties. The Chaplain will support the mission and values of the school, actively promote and uphold the school's mission in all interactions with students, faculty, and parents, and lead by example, demonstrating the values of compassion, integrity, and inclusivity in all aspects of the school community.

Health Services

Health and Immunization Information

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

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

Medical Attention and/or Medication

Should a student require medical attention, every effort will be made to immediately contact a family member. If necessary, the student will be transported to the nearest hospital for emergency treatment. All Tulsa hospital emergency rooms require the Emergency Information Form to be signed by the parent/guardian and witnessed by someone other than the parent/guardian. 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 Primary School nurse's office and kept in the infirmary area. An Authorization for Administration of Medication must be filled out for

each medication whether it is prescribed or over-the-counter each school year. The medicine must be in the original container and properly labeled with the student's name. In the case of prescription medication, your pharmacist will be happy to label a second bottle for the School's use. Drug samples will be accepted as long as the label is clearly exposed.

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

Medication will be dispensed between the hours of 8 a.m. and 3 p.m. We will be happy to work with you on any particular needs for your child. Students requiring only one dose of medication will not be given medication during school hours.

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 the Business Office must be notified of an accident if treatment by a doctor is required.

RESPONSIBILITY TO SELF AND OTHERS

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

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

Summary

At Holland Hall, our foundation is built on fostering and nurturing positive relationships. These relationships are at the heart of the distinctive educational experience we offer our students. In line with this philosophy, we have adopted a relationship-based approach to conduct and discipline that emphasizes accountability and personal growth, crucial for maintaining healthy, supportive partnerships within our school community.

In the Primary School, our approach to discipline is overseen by a dedicated team, including the Head of the Primary School, the school counselor, and the classroom teachers, who work in close collaboration with students, parents, and other faculty members. This team provides the necessary structure, reflection, support, and, when necessary, consequences to guide student behavior.

Classroom teachers address minor infractions directly in the classroom, emphasizing learning and growth in the context of the incident. When a pattern of disruptive or inappropriate behavior emerges, teachers will engage with the Head of the Primary School and the family and to ensure a consistent and supportive approach.

Certain behaviors may necessitate immediate action due to their serious nature or their impact on the community's wellbeing. These may include significant disrespect towards others, behaviors that disrupt the learning environment, or repeated major infractions. In such cases, consequences may range from temporary removal from the classroom, suspension, or separation from the community depending on the severity of the behavior. These decisions are made in consultation with the Head of the Primary School, and, when necessary, the Head of School. Parents will be promptly informed in these instances to ensure a cohesive approach between home and school.

Our ultimate goal is to guide our students towards becoming kind, responsible, and empathetic individuals who contribute positively to our school community and beyond.

Definitions

In academic environments, students learn about themselves and the world around them in ways that challenge what they already know. The process of learning and unlearning grants students’ opportunities to think critically about new topics or realities. From time to time a student may say something in class with no intent to hurt a classmate, but might inevitably do so. We strive to distinguish between rude or mean behaviors and bullying or harassment.

Sometimes **rude** behaviors happen. These are usually spontaneous, unplanned, inconsiderate, and are based on thoughtlessness, selfishness, or poor manners. Unlike unthoughtful behaviors, **mean** behaviors are intended to hurt someone and are often motivated by a person's feelings in the moment, sometimes for the misguided goal of elevating one's self while putting others down.

Both **rude** and **mean** behaviors are inappropriate and require correction but are fundamentally different from **bullying** or **harassment**.

Bullying

Bullying can be defined as the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological and can happen in person or online.

Bullying involves three key aspects: purpose, pattern, and power. It's not merely a random remark or action; there's a deliberate intention to harm, accompanied by a recurring series of actions and a noticeable power or differential.

Bullying can take several forms, including but not limited to invading physical space, threatening, intimidating, teasing, taunting, name-calling, etc. It can be subtle, indirect, or overt and direct. Bullying can happen in person, in public, online, or via other tech outlets.

Harassment

Harassment covers a wide range of unwanted and offensive behaviors, including physical or verbal abuse (or even suggested), that is offensive and/or makes a person feel uncomfortable, humiliated, or distressed.

Harassment may result in a hostile environment that interferes with or limits a student's ability to participate in or benefit from the services, activities or opportunities offered by Holland Hall. Often, harassment targets a person based on their race, religion, nation of origin, gender, sexual orientation, disability, or other categories that people use to devalue or dehumanize others.

Harassment can also take several forms, including but not limited to invading physical space, threatening, intimidating, teasing, taunting, name-calling, and making sexual remarks. It can be subtle, indirect, or overt and direct. Harassment can happen in person, in public, online, or via other tech outlets.

Boundaries

Boundaries represent the limits, rules or expectations that we set in order to protect our own well-being.

Physical boundaries refer to your personal space, including:

- Touching (hugs, kisses, handshakes, unwanted contact, etc.)
- Privacy (report cards, financial documents, texts/emails, etc.)
- Personal space (knocking before entering, closed door policies)

Emotional boundaries refer to your feelings, including:

- Personal information (how and when to share, details of relationships, health information, etc.)
- Topics of discussion (politics, climate change, academics, future plans, etc.)
- Respect for ideas and thoughts

Material boundaries refer to your money and/or physical possessions, including:

- Sharing (what, with who, permission, etc.)
- Spending (budget, means, gifts, lending, repayment, etc.)

Time boundaries refer to your personal time and commitments, including:

- Personal (friends, family, hobbies, etc.)
- School (studying, projects, group work, etc.)
- Work (after-hours contact, email, weekly schedule, overtime, etc.)

Resource: ([Tips for setting healthy boundaries with your student – University of Colorado](#))

Process of Investigation

The School will promptly and thoroughly investigate all reports of bullying, harassment, or retaliation, carefully considering all the available information. Throughout the investigation, the Administrator or designee will gather evidence and conduct interviews with students, parents, faculty, staff, witnesses, parent/guardians, and any other relevant parties. Fully maintaining confidentiality to the extent possible, while still fulfilling the obligation to investigate and address the matter, is a priority. Should the School find the existence of bullying, harassment or retaliation, the Administrator will take appropriate responsive actions in accordance with the School’s discipline protocols.

Privacy (of students, faculty, parents) and Communication Protocols

When the School receives information regarding unacceptable behavior, we strive to act promptly and with discretion, following internal protocols for investigation and communication. Holland Hall is committed to honoring the dignity of all individuals, particularly during challenging times. Administrators understand the seriousness and sensitivity of these matters and work diligently to maintain privacy for all involved. Therefore, the school will communicate the investigation process while limiting the sharing of details regarding findings. Information about students will only be shared with the student's parents, and outcomes or decisions will not be disclosed publicly or to anyone besides the parents.

***Nothing above limits the school’s authority to act directly on any matter, including disciplinary action and referral to law enforcement.**

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

Other Forms of Harassment

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.**

Personal Social Media and Digital Communication

Cell phones and social media use are not permitted during the school day. We recognize that the majority of our students do interact with peers via devices and social media. We hope that parents or guardians are regularly checking their child's activity as well as setting appropriate expectations and boundaries. When incidents occur on these platforms outside of school hours, we respectfully ask that families communicate with one another to resolve the concerns and help the children make better decisions with regards to their digital interactions.

AI-Generated Explicit Content (Take It Down Act Compliance)

In accordance with the federal Take It Down Act (2024), Holland Hall prohibits the creation, possession, or distribution of sexually explicit images—including AI-generated or digitally altered content—of any member of the school community. This includes content involving students, faculty, or parents. Any such incident will be treated as a serious violation of our conduct policies and may involve law enforcement.

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 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 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:

- 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.
- 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.
- 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.
- 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
- Vandalism.
- Any action on or off campus that brings discredit or embarrassment to the school community.
- Excessive minor violations.
- Possession and/or use of e-cigarettes or vaping paraphernalia.

POLICIES AND PROCEDURES

Attendance

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. Therefore students who are absent more than 20 days during the school year may not be promoted to the following grade level.

When a student has excessive absences, an attendance review with the family, student's teacher and Branch Head will be convened.

Tardies

Being punctual is an important life skill that we strive to teach our students. Please help us by ensuring your morning routine allows for prompt arrival at school. Arriving on time and being prepared to learn and engage in activities are expectations at Holland Hall.

Regardless of reason, if a student arrives after 8:10 a.m./9:10 a.m., the parent is required to bring the child to the front door and call the office upon arrival. A pattern of tardies will be addressed by the Branch Head.

Leaving School During the School Day

Please prioritize school attendance and do your best to schedule off campus appointments outside the school day. In the event this is unavoidable, parents must check in at the branch office and wait in the lobby for their child. If your child is leaving for a medical appointment, a signed note from the provider is appreciated.

Birthdays

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

Electronic Devices

Smart watches are not permitted during the school day. Primary students should not bring cellphones to school. If you need to get a message to your child, please contact the Primary School office, and we will get the message to your child's teacher.

Library

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

Movie/Video Policy

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

Placement

Our goal is to create balanced, inclusive, and supportive classrooms where every student can thrive. The placement process involves careful consideration of various factors, including academic diversity, social-emotional well-being, and classroom dynamics. To ensure fairness and equal consideration for all students, we do not accept or honor specific requests for teachers or classmates. This policy allows our faculty to thoughtfully create environments that support each student's growth and foster a positive learning community. Thank you for trusting us to make decisions with the best interests of your child and the entire school community in mind.

Telephone Access to the Primary School

To avoid interruptions in the classrooms, calls to the Primary School between 8 a.m. and 3 p.m. will be received in the school office. Messages will be taken and given to the appropriate teacher. The Primary School office extension is 8040.

Walking on Campus

Students in the Primary School may not walk home or off campus for any reason. If a student needs to walk between branches, a student must get permission from the Head of the Primary School.

Pets on Campus

To help ensure a safe, comfortable environment for all students, staff, and visitors, we kindly ask that pets remain in vehicles during drop-off and pick-up times. For everyone's safety, pets should stay secured inside the vehicle, with windows only slightly cracked if needed, and only while the driver remains with the car.

Out of care for those with allergies or fears, and to minimize distractions and safety concerns during busy times, we ask that you not bring pets onto sidewalks, fields, or other areas of campus.

Thank you for understanding and helping us maintain a welcoming and safe school environment for all. If you're planning an educational or therapy-related animal visit, please reach out to the appropriate Branch Head for prior approval.

Fundraising Policy

Holland Hall's fundraising efforts are guided by the Head of School and Board of Trustees and coordinated by the Advancement Office. Each year, the Holland Hall Fund (our annual fund) is the School's top philanthropic priority, helping provide an exceptional experience beyond what tuition alone covers. To respect the time and generosity of our community,

the School carefully limits the number of official fundraising opportunities each year. Families, faculty, and alumni will be invited to support the annual fund and a small number of Parent or Alumni Association-led events that benefit the School*.

Fundraising efforts on behalf of the School may not be initiated independently by employees, families, students or alumni. Any financial or in-kind gifts to the School must be reviewed and approved by both the Advancement and Business Offices.

Solicitations for outside organizations in the name of the School or on campus are not allowed, except for a few pre-approved, branch-specific traditions (e.g., American Heart Association and Iron Gate in Primary School, Susan G. Komen Foundation in Middle School and Hale School in Middle/Upper School).

Each branch may organize a limited number of non-cash drives and community service awareness campaigns, with prior approval from the Branch Head and the Chief Advancement Officer.

Students wishing to lead service-related fundraising may apply for approval using the "Service Project Proposal" form available from the Advancement Office. Requests are evaluated based on timing, alignment with the School's mission, and other scheduled initiatives.

*Dutchbackers supports athletic expenses and invites participation from our community, yet is not a charitable giving effort per IRS guidelines.

SAFETY

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. Given the number of vehicles, students, and visitors on campus, it is imperative for drivers to obey all traffic laws and the direction of security personnel.

Drills

In an effort to best prepare students and faculty for an unexpected emergency situation, Holland Hall will conduct safety drills throughout the year to include drills for fire, evacuation, tornado, secure in place, and lockdown drills. Teachers will be familiar with these drills and will ensure that students become familiar as well.

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 unless they are accompanied by a parent or guardian.

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 the official Holland Hall school app, available for download for iPhones and Android. Reports may be made in the app with the Tip Line button at the bottom right of the home screen. The line is truly anonymous, although a name may be attached if a response is desired.

Personal Property

Valuable personal articles should not be brought to school unless arrangements have been made with the student's teacher. Items supporting units of study may be brought with the teacher's permission. The school cannot be held responsible for valuables. Smartwatches, phones, personal iPads, etc should not be brought to school. Smartwatches and jewelry are not in compliance with our dress code requirements.

ACTIVITIES AND SPECIAL EVENTS

ARTworks

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

Back-to-School Night

Back-to-School Nights for parents are held in September. Information and details will be shared prior to the event.

Field Day

Field Day is in October each year. This event brings all three school branches together in an atmosphere of fun and excitement. The Upper School Student Council, as well as Upper School clubs and organizations, sponsor booths, games and bake sales to raise money for club projects and special needs. This carnival-like activity is one that Primary School children especially enjoy. Parents and friends are welcome.

Gezellig

The auction/party is a fundraiser sponsored by the Parents' Association, held every other year. There is also a yearly silent auction component. Gezellig is a Dutch word that roughly translates to "community" and "homey" or "comfortable."

Grandparents and Special Friends Day

On the Tuesday before Thanksgiving, Grandparents or Special Friends are invited to the Primary School for a firsthand look at the children's school life.

Service Projects

Holland Hall believes that students must become responsible members of the broader community. To that end, the School maintains a program of school and community service. Our students are eager to help others in meaningful ways. They are taking the first step on the path to expanded service opportunities in later years. A variety of appropriate activities are sponsored by each grade. Information will be sent home informing parents of these projects.

Sharing Programs

The art, music and physical education programs are a valuable resource for Holland Hall students. The children make great strides in these areas each year. Families of first, second and third grade students will have the opportunity to share this growth with their children as they participate in a Sharing Program for each grade. These are not formal productions, but rather a chance for children to demonstrate their acquired skills in front of an audience.

Sue T. Lawson Visiting Illustrator-Author Program (VIA)

The Sue T. Lawson Visiting Illustrator-Author Program is an annual event for Primary School students. It brings to campus outstanding children's authors and illustrators who share their experiences of writing, illustrating, and publishing their work. In conjunction

with the visits, signed books by the visiting author and/or illustrator are available for purchase. The program has been made possible by the generosity of individual parents and benefactors, the Primary School Council, and the School.

LEGAL

Child Abuse

Actions that between adults may be termed sexual harassment are legally defined as child abuse when imposed by an adult on a minor. Title 10 7102-7105 of the Oklahoma Statutes defines child abuse and neglect as “harm or threatened harm to child’s health, safety, or welfare, including but not limited to non-accidental physical or mental injury, sexual abuse/exploitation or negligent treatment or abandonment.”

Every person in Oklahoma who has reason to believe that a child under 18 has been abused is mandated by law to report suspected abuse. “Failure to report is a misdemeanor” (Title 10 7102-71-5, Oklahoma Statutes). If there is an instance of imminent danger, call Campus Safety (918) 879-4717.

Child abuse can be subdivided into three areas:

- Physical abuse: non-accidental physical injury; physical neglect: failure on the part of the caretaker to meet the child's basic physical needs;
- Sexual abuse: sexual involvement between a child and an individual who has greater knowledge, authority, power or resources; and
- Psychological abuse: extreme and/or repetitive conduct, which is frightening or intimidating.

Child Abuse Reporting Policy

Any Holland Hall employee who suspects or has information that a parent, student, or other Holland Hall employee has committed child abuse in any form (see above), or that a student may be the victim of such abuse, is required to report their concerns immediately.

1. The employee must notify their Branch Head/direct supervisor AND the school counselor.
2. In accordance with state law, Holland Hall mandates that the reporting employee, along with their direct supervisor and/or the school counselor, report the suspected abuse or neglect to the Department of Human Services (DHS) by calling **(800) 522-3511**.
3. If it is not possible to make the report together, the reporting employee and their direct supervisor are responsible for ensuring the report is made to DHS.
4. When a report call is made, the Holland Hall employee must complete a [DHS Report Form](#) noting the date, time, name of the DHS employee, name(s) of Holland Hall employees reporting, and the case referral number. This form will be put in a confidential file in the Head of School’s office.
5. DHS is required to maintain anonymity of reporting parties. Reporting parties also have the option to report anonymously.

Any person participating in good faith and exercising due care in the making of a report pursuant to the provisions of the Oklahoma Child Abuse Reporting and Prevention Act, or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning a child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Also, there shall be no penalties or retaliation by an employer when an employee reports suspected abuse.

When DHS comes to Holland Hall campus to interview a student

As part of their investigation, the Department of Human Services (DHS) may visit the school to interview a student. If this occurs, the Branch Head and Counselor must be notified immediately. If neither is available, the Dean or School Nurse should be contacted.

Visiting DHS employees, like all visitors, are required to present a valid driver's license to check in at a Visitor Aware station. The system will scan the license and perform a quick background check against the sex offender database. If cleared, a visitor badge sticker will be printed and must be worn while on campus.

In addition to the check-in process, a Holland Hall employee must complete a [DHS Report Form](#) and provide a copy of the DHS employee's identification, which must be verified before any contact with the student. Once all steps are completed, the student should be escorted to the designated meeting room.

The school employee facilitating the process should assure the student of their support and presence nearby. However, no Holland Hall employee will be present in the interview with the DHS representative.

It is important to note that Holland Hall employees must not contact the student's parents regarding the meeting. This responsibility lies solely with DHS and will be handled at their discretion.

Any employee who believes that a Holland Hall parent, student, or other Holland Hall employee has committed child abuse must report this belief to two of the following people: their Branch Head, School Nurse, School Counselor or Head of School. If these people are not available, report to the Head of School's Assistant, or one of the Associate or Assistant Heads.

Concussion Protocol

Concussions can occur during sports, physical education, on the playground, or in the classroom. A concussion is caused by a bump, blow, or jolt to the head. Proper recognition and response to concussion can prevent further injury and help with recovery. School employees will contact one of the school nurses or the Athletic Trainer if a student has had a forceful blow to the head or to the body that results in rapid movement of the head. There are many signs and symptoms of a concussion. Concussion symptoms may appear minutes, hours or days after the initial injury. Symptoms may be physical, emotional, behavioral, or cognitive. Parents and employees should familiarize themselves with Holland Hall's Post-concussion Return-to-Learn Protocol [HERE](#).

Naloxone (Narcan) Policy

In accordance with Oklahoma Statute Title 70, Chapter 17, Section 1210.42 and as a means of enhancing the health and safety of its students, faculty, staff and visitors, trained staff members of Holland Hall may obtain, maintain and administer doses of an opioid-antagonist, specifically Naloxone, for emergency use to assist a student, faculty, staff or other individual. Administration of an opioid-antagonist may occur when the trained staff member, in good faith, determines that a person is experiencing an opioid overdose or is suspected to be experiencing an opioid overdose. The Head of School or

designee shall notify the parent/guardian of any student directly involved in an incident involving use of controlled substances, as soon as practical. The Head of School or designee will also notify the parent or guardian of any student suspected overdose and the use of Naloxone to reverse the suspected overdose.

Holland Hall will comply with the legal standards regarding the privacy of both the recipient and the staff member related to the administration of Naloxone. Any person administering an emergency opioid antagonist to a student or other individual in a manner consistent with this policy, shall be covered by Oklahoma's Good Samaritan Act and Holland Hall, its employees and designees shall be immune from civil liability in relation to the administration of an emergency opioid antagonist.

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, smoke-less tobacco products and nicotine products such as e-cigarettes. The School also prohibits littering the campus with remains of any tobacco products. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events, and athletic events using School-owned facilities, grounds, and properties are required to abide by Holland Hall policy. Therefore, organizers of such events are responsible for communicating to attendees the policy of the School and for enforcing the policy.

Campus Event Alcohol Policy

Unless approved in advance by Holland Hall's Head of School, alcohol will not be served to or consumed by adults at Holland Hall sanctioned events where students are present.

Use of Student Photographs

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

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

Weapon Free Campus Environment

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