



Holland Hall
Upper 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 UPPER SCHOOL

During the four years in the Upper School students learn about themselves, the world around them, and develop and hone important skills that prepare them for college and life. Our liberal arts approach provides students with opportunities to explore, learn, and grow in the classroom, on the stage, and on the field or court. Students explore a broad yet deep curriculum and have multiple opportunities to take additional courses in subjects that interest them. Our core practices are oriented towards our Essential Qualities of a Holland Hall Graduate.

Moral

- Possess integrity, ethical standards, and compassion
- Exhibit respect and sensitivity for others
- Cherish the humanity in all people and treat them equitably

Intellectual

- Think critically and communicate effectively
- Possess intellectual curiosity and an enthusiasm for learning
- Demonstrate appropriate knowledge and skill foundation for academic success in college
- Have an appreciation for and experience in the arts

Knowledge of Self

- Acquire a foundation for decision-making that is healthy, balanced, and respectful
- Value perseverance and hard work, and recognize the potential for growth from adversity
- Pursue health of mind, body, and spirit
- Know how to collaborate and compete with grace and to lead as well as to follow
- Possess the self-discipline, self-awareness, and time management capability to be successful in post-secondary school life and beyond

Citizenship

- Share responsibility for the environment
- Live as a cooperative, compassionate, and engaged member of local and global communities
- Have a commitment to social responsibility and service

PARENT AND FAMILY PARTNERSHIP

Holland Hall values the partnerships we have with our parents. A positive and constructive relationship between school and parent 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

Schoology serves as our Learning Management System. Students in upper school have unique logins for this platform and should check in daily for information about their classes, including resources, assignments, and grades. Parents also have a unique login that gives access to some class information. We encourage parents and students to sit together regularly to view class pages with a focus on the gradebook in which you can see assignments, grades, and often, feedback from teachers accompanying these grades.

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, report cards, ERB scores, billing, lunch payments and much more.

Report Cards & Conferences

A great chance to stay connected with your child and his/her education. Please see this section under Academics.

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 7:45-3:45, please allow 24 hours for a reply during these office hours.

Parents' Association

All Holland Hall Parents are members of the Parents' 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.

Student Names

Because our students are minors, we will recognize them by the name and gender that is on their official enrollment documents. Any changes must be approved and communicated to the school by parents or legal guardians. For official records and other official business of the school, the student's legal name will be used.

Student as Dependent

Students are treated as dependents of their Parent/Guardian until graduation from Holland Hall. If the student is over 18 and objects to this policy, an exemption can be requested and must be filed with the Head of School prior to the date of the student's 18th birthday.

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.

Parental Conduct Policy

It is illegal for anyone to serve alcohol or provide illegal drugs to a minor. Parents who serve or otherwise knowingly provide alcohol or illegal drugs to minors will be referred to the Head of School, who may take action including separating the student and family from the school.

ACADEMICS

Curriculum Guide

The Upper School Curriculum Guide can be found on the Parent Portal, gotohh.org/parentportal or [here](#).

Grades, Reports, and Credits

Letter grades are used at Holland Hall for grading student work. The following numerical values are utilized:

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

To move into or continue in an honors sequence, a student must have the department's recommendation or approval. Honors and Advanced Placement courses are weighted with an additional value of .334.

Conferences

In the fall and in the spring, parents are invited to a parent conference with each student's advisor. Students are present for these conferences and will take the lead in facilitating a conversation about their overall performance.

Report Cards

Report cards will be posted on the parent portal four times each year*. At the end of each semester, these reports will include the semester grade. In most classes, the final exam counts as 20% of the final grade. The other two reports will include narrative comments from advisors and grades. Ongoing feedback from teachers throughout the year can be found in Schoology gradebooks, on graded work, and via communication with classroom teachers. In addition, advisors are in frequent communication with classroom teachers about their advisees.

*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.

Grades and OSSAA Eligibility

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

Grade Point Average and Transcripts

The official Holland Hall transcript shows semester and full year grades only. For full year courses, credit is earned based on the full year grade only. Grade point average (GPA) is calculated using full year grades for full year courses receiving one full credit. For semester courses, one-half credit will be used in GPA calculation using the semester grade. Pass/Fail classes are not counted in the GPA calculation.

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

A student who earns a grade of F in a required course for graduation must repeat the course at Holland Hall or at an institution approved by the Head of Upper School. The transcript will list the course both times along with the grade earned both times the course was taken. Both the grade of F and the passing grade will be used in the grade point average calculation.

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

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

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

Withholding of Grades, Transcripts, and Diplomas

Holland Hall will not release transcripts, diplomas, or other school records until all financial obligations are settled, all school property has been returned to the school, and all coursework has been completed. Additionally, seniors must fulfill all graduation requirements in order for diplomas to be granted and transcripts to be sent to universities.

Adding or Dropping a Course

Students may add or drop a course within a defined window of time at the beginning of each semester, as long as all required signatures are obtained on the schedule request form. Students should remain in their original schedule of classes until all paperwork has been processed and the new schedule has been provided to the student. After this time period students may not add or drop courses. This does not apply to teacher-initiated changes

from one level of a course to another. If a student wants to drop a course after the add/drop period ends, permission must be granted by the academic advisor, parent, department head and the Head of the Upper School. In addition, the transcript will indicate one of the following:

WP Withdraw Passing
WF Withdraw Failing

Honor Rolls

There are two honor rolls in the Upper School: Head of School Honor Roll and Honor Roll. In determining eligibility for both Honor Rolls, honors and AP courses receive an additional value of one grade level (B+ becomes A-). Honor Rolls are determined at the end of the year, and year-end averages are used to determine eligibility

The Head of School Honor Roll is achieved by any student who receives no grade below A-. The Honor Roll is achieved by any student with no grade below B-, no more than one B-, and at least two grades of A- or higher.

Academic or Behavioral Probation

The academic record of each student is subject to periodic review by the Upper School Student Life Team to determine if the student is performing at the level expected of him/her. If a student ends a semester with 1 F or 2 or more Ds in their classes, he/she may be placed on Academic Probation for the upcoming semester. Being on academic probation in the second semester means that when contracts are issued in February, we will hold the contract until we are confident the student will meet academic expectations. If, after one semester, academic expectations are not met, the student may continue on Academic Hold, move to a Probationary Period, or work with the support team to find a school that can meet the student's needs.

Late and Missing Work

Due dates for all assignments are determined at the teachers' discretion. When students are in regular attendance, it is their responsibility to make sure they meet these deadlines set by teachers.

When a student is absent, it is the student's responsibility to complete any assigned work that they miss. If the absence is planned, students should discuss their absences and missed work with teachers ahead of time so that they can complete assignments while they are absent and return to class prepared and on pace.

When a student is absent and unable to complete work, **the teacher will provide the same amount of days the student was absent to turn in their missed work.** Individual circumstances will be considered by teachers when appropriate to adjust due dates. It is the responsibility of the student to communicate with the teachers.

When a student is sick, or misses school due to a doctor's appointment, please bring a doctor's note to the Attendance Receptionist.

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

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

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

Academic Honesty

Honesty and trust are core values at Holland Hall and are of utmost importance when it comes to academic work. The borrowing or stealing of someone else's ideas or words and the presentation of them as one's own in any form is considered academic dishonesty. This includes but is not limited to taking information from books, articles, and electronic sources (including Generative AI), as well as the copying and/or sharing of other students' work.

Any form of academic dishonesty will be pursued as a disciplinary matter. In the first offense, it will be up to the discretion of the teacher and Branch Head to determine what credit the student receives for the work. The teacher will also communicate with the Dean of Students. In future offenses, there will be a deduction of points (up to not receiving credit for the assignment), the student may be required to redo the assignment, the student will be placed on notice of further disciplinary action with the Dean of Students and/or Head of Upper School, and the parents will be notified. In any of these cases, the student may appear before the Honor Council.

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

Artificial Intelligence

With the emergence of Generative Artificial Intelligence, Holland Hall Administration, Faculty, and Students will continue to learn and collaborate together regarding appropriate times and means to use AI. We will continue to work towards giving students the competencies and skills necessary to work thoughtfully and with integrity in the future.

It is a violation of some Generative AI tool's terms of service to use the tool if you're under 18. Some tools, such as Chat GPT require parental consent if you're between 13-18. Others

have a strict age restriction set at 18 years old. Concerns about privacy and content are among the strongest reasons for the age restrictions.

For the 25-26 school year, Holland Hall is partnering with FlintAI. Flint builds strong guardrails into its AI that directly address concerns about privacy and content. There are times that students are allowed and encouraged to use AI for the purpose of their learning. This collaboration with AI should happen on Flint.

ATTENDANCE

Upper School Attendance

Regular attendance is a critical component in the experience of every student at Holland Hall. In order to fully master concepts and skills covered throughout the year, as well as to be fully engaged and present in the life of our school community, students need to be present and on time for the vast majority (90%) of class time.

Absences

Generally absences fall into two categories: **School Related Absences** and **Personal Absences**.

- **School Related Absences** are any absences facilitated or scheduled by the school, including sporting events, field trips, retreats, and other school activities. Seniors are allowed up to three absences for college visits. Juniors are allowed up to two absences for college visits. Additional absences for college visits should be cleared by the Head of Upper School.
- **Personal Absences** are non-school related and may include, but are not limited to, illness, medical appointments, family events, trips, and emergencies. Regardless of the reason for absence, the accumulation of days is what we consider when looking at overall attendance.

Policy

When a student accumulates more than 9 Personal Absences in one semester, we become very concerned with learning progress and community connection. When a student nears this limit, the Dean of Students will be in touch with the family. When a student exceeds 4 absences in a given class the family, student, and advisor will be notified by email. When a student reaches 7 absences in a given class the Deans will schedule a meeting with the family to ensure a plan is in place for consistent school attendance. Students with a pattern of excessive absences may be guided to select an alternate education setting until attendance can be adequately consistent. We recognize that there are many extenuating circumstances resulting in an exception and we ask that you communicate with us if the need arises. If a student exceeds 9 Personal Absences in a given class he/she may not receive credit, as determined by the Head of Upper School.

Planned Absences

- Students who have a **planned School Related Absence** should communicate with their teachers regarding the schoolwork they may miss during their absence.
- Students who have a **planned Personal Absence** need to fill out a Planned Absence Form. The Planned Absence Forms can be found at the Attendance Receptionist's desk. The form will require students to meet with each teacher, their advisor, and receive Dean approval for their absence.

Full Day Absences

It is the responsibility of the parent to inform the Attendance Receptionist before 8:15 a.m. if a student will be absent for the school day for any reason. This can be done either by calling 539-476-8287 or emailing USattendance@hollandhall.org. If a student is absent from school without parental notification, the Attendance Receptionist will try to make contact with the student's parent or guardian.

Concussion Absences

Please see our concussion protocol under the Health Services section.

Tardies

When a student is late to school, or routinely late to their classes, the student is required to check in with the Attendance Receptionist upon arrival before proceeding to class. Students will receive Demand for every 4 tardies they accumulate within a semester.

Test Avoidance

For various reasons some students try to avoid classes on days when assessments are given. If this pattern emerges a conference will be held with a support team built around the student. Parents should not enable avoidance practices by calling a student out of school on the day of a test.

Leaving During the School Day

A parent or guardian must notify the Attendance Receptionist in the event a student needs to leave school during the school day. Students are not allowed to leave campus until this happens. **Students leaving during the day must sign out and back in with the Attendance Receptionist.** Students are required to present a doctor's note when returning to school from a medical appointment. Please prioritize school attendance and do your best to schedule off campus appointments either outside of the school day or during a student's unscheduled mods.

Privileges

Senior Off-Campus Privileges

Seniors are eligible to leave campus for up to six mods during their unscheduled time. A signed permission slip with guidelines and conditions will be required. Students must sign out and in with the Attendance Receptionist. Students can have their privileges revoked for either academic or disciplinary concerns.

Junior Off-Campus Privileges

During the second semester juniors are eligible to leave campus during their unscheduled time for four mods on Fridays only. A signed permission slip with guidelines and conditions will be required. Students must sign out and in with the Attendance Receptionist. Students can have their privileges revoked for either academic or disciplinary concerns.

STUDENT SUPPORT SERVICES

Academic Support

Holland Hall seeks to meet the individual needs of its students. In many cases a student may have average to superior ability, but encounter learning difficulties affecting their classroom performance. In addition to our classroom teachers and advisors, we have one Learning Support Specialist in the Upper School.

In the upper school, we support students through a variety of methods:

- First and foremost, any student who is struggling should schedule time to visit with his/her teacher. Students should coordinate this extra help ahead of time with the classroom teacher during their unscheduled time or after school.
- Students should look to their advisor for additional support and accountability. Advisors can help students manage their time and tasks by taking advantage of additional Demand time.
- The Upper School Learning Support Specialist is available to meet with students one-on-one and give them strategies to navigate their unique learning experience.
- The upper school has a Math Lab that is staffed nearly every mod of the day. Students should use this for math support in both math and some science courses.
- The Upper School has a peer tutoring program that is run by students and is accessible with flexible times for students to meet.

Tutoring – It is our hope that with all of the above supports available, families will not need to pay for an outside tutor. If your child is tutoring with someone, please be in touch with the Upper School Academic Support Specialist. Teachers may not receive pay for providing extra help to their own students.

Learning Assistance Plans – If the school has an outside evaluation report for a student, a Learning Assistance Plan (LAP) outlining individual student accommodations is written, reviewed yearly, and shared with parents and teachers. In order to continue to receive accommodations, students will be required to have updated evaluations (4 years) on file. Holland Hall offers limited accommodations, including preferential seating, receiving guided notes, extended time, and testing with the Learning Support Specialists. The potential for improved academic performance exists when the student, parents 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.

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 selves and learning what it means to be healthy and well in all capacities of life. Counselors do not work in isolation, as they are an integral part of the Holland Hall educational framework, aligning with the mission of the school and community.

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.

Services Provided:

- Short-term counseling, coping strategies, problem solving, and crisis management/intervention for individual students.
- Advocacy and support for students and families.
- Referrals and recommendations, as needed, to outside agencies and resources.
- Ongoing collaboration with any outside supports in place, with confidentiality, to best support students at school.
- Wellness classes, programming, and education.
- Ongoing collaboration and consultation with teachers to best support students, especially related to social, emotional, behavioral, and mental health.
- Ongoing collaboration with parents and families to support students, especially related to social, emotional, behavioral, and mental health.

If a student exhibits concerning behaviors the school might require a Risk Assessment by a licensed mental health professional prior to returning to campus.

Mandatory Drug Testing as Extension of Wellness - Holland Hall will implement a program of Universal Drug Testing for all students in the Upper School at the beginning of the 2025-26 school year. The primary intent of this program is to focus on the deterrence and discouragement of students experimenting with illegal and harmful substances. This is an extension of our commitment to wellness in mind, body, and spirit.

Because of their ongoing brain development until their mid to late 20s, adolescents are uniquely vulnerable to negative and long-term impacts of early drug and alcohol use. Research continues to show that early use of drugs and alcohol is predictive of substance abuse in adulthood, and exposure to substances during adolescence is linked to involvement in other risky behaviors ([NIH](#)). With increased access to drugs in Oklahoma for underaged students, the risks they face with early exposure encourages the school to act in the student's best interest.

This policy is enacted in three ways:

- Education - Proactive measures to give students accurate information about drugs and alcohol, challenges with addiction, and their developing brains.
- Testing - The school's practice that acts as a deterrent for students and provides families with helpful information.
- Counseling/Support - The school offers resources and connections for students and their families if a student tests positive.

Since this practice is rooted in Holland Hall's commitment to wellness and is separate from our policy for drug or alcohol use on campus. (See Behavior section of the Handbook)

The school is partnering with Psychomedics to complete the testing and communicate the results. We will be testing for substances that are illegal and commonly abused.

When a student tests negative, no communication with the family will occur. If a student tests positive, the following supportive actions will be taken.

First Positive Drug Test

If a student tests positive, Secure Test Results (SRT - a subsidiary of Psychomedics) will communicate the positive test result directly to the family. The hope is that the family will take supportive actions on their own. The family will also receive school-approved resources to help craft a pathway forward. The school is blind to any personal identifying information, but will receive aggregate data.

Second Positive Drug Test

If a student tests positive a second time, SRT will communicate the positive test result to the family and the Director of Counseling and Wellness, who will work with the student and their family to ensure the student is making positive strides in their treatment. This provides additional support and accountability of positive interventions. The Branch Head will be made aware of this second result but will not be involved in communication, meetings, or interventions unless the family requests the Head's presence.

Third Positive Drug Test

In the event that a student tests positive a third time while enrolled at Holland Hall, the Student Life Team (Counselor, Deans, Branch Head) will meet with the student and their family to ensure a plan is in place for sober living. Separation from the school will be a last resort.

Brief Protocol Overview:

- All 9th-12th grades students will be tested at least once per year. Randomized testing will continue periodically throughout the school year, resulting in some students receiving more than 1 test.
- All school personnel who participate in the collection process will successfully complete all of the training provided by Psychomedics.
- Holland Hall will partner with local hair stylists who have experience working with a variety of hair types.
- Testing will be completed by Psychomedics and tests for a variety of commonly used and abused substances.
- This is a hair follicle test, which can detect drug and alcohol use dating back three months. Professional hair stylists will aid in the collection of inconspicuous hair samples.
- The school receives aggregate data and only receives identifiable information on a second and third positive test.

Chaplaincy

Holland Hall is affiliated with the Episcopal Church, which provides a framework for our relationships with one another and for our efforts to develop in our students a sense of self-awareness, responsibility and commitment. The church supplies the Judeo-Christian

heritage that underlies Holland Hall's value system. We have a community in which each member is respected as a unique and valuable person. It is our intent to offer a broad liberal arts program that encourages a free exploration of ideas while providing an atmosphere that enables students to maintain and develop their own religious views and personal values. **Chapel** services occur regularly during the school year once per cycle to enhance and celebrate values consistent with the school's mission.

The role of the Upper 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.

Services Provided:

- Develop and deliver engaging and informative religious education curriculum for middle school students.
- Foster discussions on moral, ethical, and spiritual topics in alignment with the values of the Episcopal school.
- Provide guidance and support to students in exploring their own spiritual beliefs and values.
- Plan and lead weekly chapel services, integrating relevant teachings and values from the Episcopal tradition. All students and faculty are expected to attend.
- Collaborate with the student life team to develop and implement programs that promote students' social, emotional, and spiritual well-being.
- Offer pastoral care and support to students, faculty, and parents, including counseling, spiritual guidance, and emotional support.
- Respond to individual and community crises with compassion and understanding.
- Foster an environment of trust, empathy, and respect within the school community.

Health Services

Holland Hall's Health Office team of school nurses strives to "advance the well-being, academic success, and lifelong achievement of students" by partnering with parents/guardians, teachers, students, and health care providers to "facilitate positive student responses to normal development; promote health and safety; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self-management, self-advocacy, and learning" as outlined by the National Association of School Nurses (NASN).

Responsibilities accordingly within the scope of professional nursing practice and guided by evidenced based research include:

- Direct care for injuries and acute illnesses for all students which includes assessment and treatment, communication with parents/guardians, referrals to physicians, provision and/or supervision of prescribed nursing care, and documentation.

- Long-term management of special health care needs and/or chronic conditions for students, as pertains to school, including confidential communication to pertinent faculty/staff.
- Collaboration for the development of Holland Hall’s plans for and responding to emergencies and disasters on campus. This includes managing urgent and emergent medical conditions and situations.
- Providing for the physical health and safety of the school community by monitoring immunizations and physical exams, ensuring appropriate exclusion for infectious illnesses, and reporting communicable diseases as required by law.
- Assists with providing for the safety of the environment by participating in environmental safety monitoring (playgrounds, weather, air quality, and potential biohazards).
- Providing health information and education to students as related to their care.
- In accordance with Holland Hall’s [Return-to-Learn Concussion Protocol](#), collaborating with HH’s athletic trainer, students, families, physicians, and faculty/staff for the treatment and diagnosis of concussion.
 - Our post concussion and return to learn protocol is available and should be read by families in the event of a concussion.
- Medication administration (as per Oklahoma State Department of Health, Oklahoma State Department of Education, Oklahoma Nursing Practice Act, and Holland Hall’s Medication Administration Policy)
- Assessment of Holland Hall’s overall system of care and development of a plan for ensuring that community health needs are met.
- Promoting a healthy school and community environment by providing information and education regarding nutrition, exercise, oral health, infectious diseases, and other topics; organizing flu shot clinics and other community services.

Medical Attention

Parents will be notified immediately when a student suffers an injury requiring medical attention while at school or on a school-sponsored trip. In an emergency situation, or if the parents cannot be contacted, 911 will be called, if warranted, and Upper School students will be transported to the emergency room at St. Francis hospital or another convenient hospital. Parents will then be notified as soon as possible. If a student is injured while on a school trip, the faculty sponsor will take whatever action is deemed necessary to ensure the student’s safety and well-being.

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

Medication

Students and parents are encouraged to use a medication dosing schedule that enables all medication(s) to be taken at home, if possible. Medications prescribed as “once daily” should be administered in the morning or evening by the parent/guardian.

If a student must take medication at school, All medication to be given at school must be brought to the MS Nurse’s office by the parent/guardian and kept locked in the office. An

“Authorization for Prescription Medication” form must be filled out each school year for each medication. The medicine must be in the original container properly labeled with the student’s name and other pertinent information. With certain exceptions outlined below, students may not carry medication with them during the school day.

If a student has asthma, diabetes, seizure disorder, severe food allergies, or any other chronic condition, please submit a copy of the appropriate emergency plan from the physician (Asthma Action Plan, Diabetes Management Plan, Seizure Action Plan, Anaphylaxis Plan, etc.) as well as a completed “Authorization for Prescription Medication” form.

- Students in the Upper School will be allowed and encouraged to carry their own emergency medications while at school and school events/activities, as deemed necessary and agreed upon by the physician, the parent/guardian, the student, and the school nurse.

The School Nurse will contact a parent/guardian if there is a concern or question regarding administration of a medication. The School Nurse’s judgment will be used to determine if administration of a particular medication at school is in keeping with the school policies, health and well-being of the student, and sound nursing practice.

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.

BEHAVIOR

Behavioral Expectations

Students are expected to conduct themselves in a manner that displays the values of the Holland Hall community. Students should honor each other's dignity, treat all adults and fellow students with respect, appropriately manage their time, respect all spaces on campus, and exercise a high level of honor and integrity throughout their time in the Upper School. When students fall short of behavioral expectations, their behavior will be subject to disciplinary measures. These measures are designed as growth opportunities for students.

Restricted Areas

Access to certain areas on campus is restricted to students during the school day — either to protect the spaces or to protect students. These areas include the gyms, the locker rooms, the woods, the parking lots (unless a student is checked out), and the Middle School building. In order to access these spaces during the school day, a student must get a restricted area pass (RAP) from one of the Deans of Student Life. These passes are on lanyards to be worn around a student's neck when accessing a restricted area.

Physical Altercations

A physical fight is defined as an exchange of blows, or one student assaulting another student physically. Students involved in a physical fight shall be separated from each other and immediately meet with The Deans. All parties involved (fighters, instigators, and witnesses) will provide a statement describing the event. Those involved will participate in some form of conflict mediation before returning to school. Parents of those involved will be notified before the end of the school day.

Infractions

Minor Infractions may include, but are not limited to, tardies, dress code violations, disruptive classroom behavior, being in a restricted area without permission, and mismanagement of unscheduled time. Disciplinary measures for minor infractions may include, but are not limited to, corrective conversations, restriction of unscheduled time, restriction of technology (phone), formal apologies, and partnership with parents.

Major Infractions may include, but are not limited to, excessive minor violations, academic dishonesty, misuse of technology, leaving campus without permission, parking/driving violations, stealing/vandalism, physical altercations, sexual activity on campus or at a school function, possession/use/distribution of illegal substances, possession of weapons of any kind, and harassment toward members of our community. Disciplinary measures for major infractions may include, but are not limited to, loss of privileges, social restrictions, being placed on Dean's Notification, going before the Honor Council, being placed on Specific Notification or General Probation, suspension and/or separation from the school.

Disciplinary Measures

Deans Notification: This outcome is often given to students as a first official warning for a series of minor infractions or a first major infraction. Deans notifications are documented but have an expiration date. If the student has another infraction in the same area, they may be brought before the Honor Council or move directly to Specific Notification.

Specific Notification: This outcome is often used with infractions that lead to the Honor Council or the next step after a Dean’s Notification. Specific notifications are official documented warnings that do not have an expiration date. Specific notification requires that a student not misstep in the same area of the infraction. Specific notification does not have to be reported to colleges. If the student makes a second mistake in this area, the consequences will become more severe.

Honor Council: Major Infractions are handled by the Deans of Student Life, in consultation with the Head of Upper School. If warranted, cases are referred to the Student-Faculty Honor Council. The student may elect to have a trusted adult who is a full-time employee of Holland Hall accompany them to the meeting. The adult provides support before and after the meeting and acts as silent support during the meeting. If the student does not have a preference, their advisor will serve as the adult who provides support. The Council meets with the student to discuss the situation and encourages the student to reflect on some of the repercussions of the behavior. After deliberating on the matter, the Council recommends appropriate consequences, subject to final approval by the administration. These meetings are highly confidential. In cases of a highly sensitive nature, the Deans and Head of Upper School may find it more appropriate to handle the matter privately, foregoing the Honor Council process.

Potential Decisions for Major Offenses	
ACTION	OUTCOME RANGE
Excessive minor violations	Dependent on types of minor violations; may include loss of privileges, educational component, required meetings with instructors, etc.
Plagiarism / Academic Dishonesty	Specific Notification, a loss of points on the assignment (at the discretion of the teacher), and other loss of privileges, Separation from the school (repeat offenses)
Leaving campus without permission [see Attendance Policy]	Specific Notification, other loss of privileges, community service, General Probation
Sexual activity on campus or at a school function	Specific Notification, loss of privileges, educative component, General Probation
Vaping / Possession of vaping paraphernalia or dissemination of vaping products	Specific Notification, other loss of privileges, educative component, random screenings, Suspension, General Probation

Computer / Technology Misuse [see Responsible Use Policy]	Specific Notification, community service or educative component, and other loss of privileges, Separation from the School
Creating open flames on campus	Specific Notification, educative component, loss of privileges, Separation from school
Bullying / Harassment	Specific Notification, educative component, and other loss of privileges, Separation from the school
Stealing	Specific Notification, other loss of privileges, community service, Separation from the school
Possession of fireworks, firearms, ammunition, knives, or weapons of any kind on campus [see Weapons Free Campus Environment Policy]	General Probation, psychological assessment, Separation from the school
Alcohol consumption on campus	Specific Notification, other loss of privileges, community service and random screenings, Separation from the school
Dissemination of drugs	Separation from the school

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

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

Peer to Peer Interactions

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 the 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 rude 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 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 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 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.

STUDENT ACTIVITIES

Advisory

Each student in the Upper School is assigned to an advisor, and advisory groups meet regularly. Advisors provide guidance for students in all areas of school life, serving as an advocate for students with other members of the faculty and administration as well as a liaison between family and school. They work to build a safe space where students can thrive. Advisory groups will engage in activities and discussions focused on a broad number of topics.

Clubs

Each year, students and faculty can elect to create a club, hence, clubs offerings may differ from year to year. Club offerings for the school year will be announced to students and will be posted on the Holland Hall website by the third week of school. These clubs will meet regularly throughout the school year. Funds to support Club activities are raised by the students during the annual Field Day event. Additional fundraising efforts are not permitted. See Fundraising policy.

Student Leadership Opportunities

Holland Hall has three formal leadership opportunities for upper school students: Honor Council, Student Council, and the Diversity Equity and Inclusion Council. Students in each of these councils are either elected by their peers or the faculty. Students work closely with faculty mentors to actively shape the school culture in a positive manner.

Service

Our students develop a deep sense of social responsibility. In line with this aspect of our school's mission, each year, students in Upper School participate in a Day of Service as well as other service learning opportunities.

Field Trips

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

Therefore, unless we are informed to the contrary, we will assume that all students have parental permission to participate fully in any day trips planned for their class during the school day as part of their regular program.

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

Lunch/Food/Treats

Students may either choose to bring their own lunch from home or purchase lunch from Flik. Student ID cards can be loaded with funds through the parent portal at www.gotohh.org/parentportal. Students bringing lunch from home should pack a box or bag labeled with the student's name. Students will keep their lunches in their lockers — refrigeration is not available.

Students may not have meals delivered to campus by meal delivery services. These services will be turned away at the Welcome Center.

SCHOOL HOURS

School begins in the upper school at 8 a.m. and runs through 3:10 p.m. On Wednesdays, school begins at 8:45 a.m. The buildings are accessible with a student access card beginning at 7 a.m. There is no guaranteed supervision after 5 p.m.

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).

TECHNOLOGY

School Email Accounts

All upper school students have an official Holland Hall email account. These emails are for school purposes only and students are asked to check these regularly as important information will be sent to these email addresses.

ID Badges

Rising 9th graders: 8th grade cards will continue to be used for 9th grade and will be reprogrammed with new building permissions. Badges may be turned in to Ms. Debra Silkman at the front desk in the Tandy over the summer. Lost cards will result in a \$10 replacement charge.

Rising 10th-12th graders: 9th-11th graders are expected to keep track of their cards over the summer. If students need a replacement card, Ms. Jenna Alford will help reissue a card and collect a \$10 replacement fee.

Responsible Use Policy (RUP)

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

Holland Hall students make the following commitments

Safety and Privacy

- I will adhere to the age requirements and guidelines of all websites and software.
- I will protect my personal information and respect the privacy of others' information.
- I will respect my teachers by keeping communication school related.
- I will show respect for myself and others by accessing, posting, and hosting information and images that reflect positively of myself and others.
- In taking any picture or recording, I will respect the privacy and dignity of all individuals, including, at a minimum, refraining from taking, sharing or posting any recording or photograph of any inappropriate content (for example, photos, videos, or “deep fakes” that may embarrass, humiliate or degrade others). I will obtain authorization from members of the Holland Hall community (including fellow students and teachers) prior to sharing or posting any recording or photograph.

Digital Citizenship

- I will not sign into or use another person's account.
- I will be honest about my identity when I represent myself in any online communication, keeping in mind that I should limit the sharing of personal details and only do so responsibly with teacher oversight.

- I will use electronic devices appropriately, communicating and interacting with others in respectful ways.
- I will not access or use hate-based or sexually explicit materials, nor will I disparage others.
- I will show my respect for intellect and creativity by asking permission, giving credit, and observing all laws, including copyright.

Classroom Use

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

Conservation of Resources

- I will respect and preserve resources by conserving paper, bandwidth, and storage space.
- I will respect and maintain equipment and resources that may be borrowed or used in public areas and labs.
- In accordance with this policy, I will not stream videos for personal use or play games on my devices during the school day.

Email – students with email accounts

- I will check email, at a minimum, once per day
- I will reply to any emails from faculty members that ask for a response as soon as possible
- I will reply to all other email, if necessary, within 24 hours of its receipt

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.

Right to View

Holland Hall reserves the right to access, view, or monitor any information stored on or transmitted over the school's technology resources. This includes personal equipment used to access the school's technology resources, even if the device accesses networks other than the school's network. Holland Hall reserves the right to take possession of a student's phone or other personal electronic device based upon reasonable belief that it has been utilized in violation of this policy.

Personal Electronic Devices

We acknowledge that cell phones are part of our communication today. The culture of learning at Holland Hall prioritizes face-to-face interactions. Because all students have computers that will allow them to do the majority of the activities that would be done on a cell phone, we choose to significantly limit their use during the academic day. We are concerned about how these technologies impact developing brains and we are striving to keep up with the research and develop communal expectations that help our students. Studies show that distance between a person and their cell phone is the best way to focus on the task at hand rather than the urge to check. We acknowledge that it requires self-control to resist the urge to check one's cell phone.

Upper School Personal Device Rule

- In order to create spaces where academic work or communal engagement are prioritized, all phones must be powered off and in backpacks throughout the school day. Additionally, phones are not permitted in areas where privacy is assumed such as dressing rooms, locker rooms and restrooms. Teachers may give students permission to use cell phones in particular academic work, if the tool is more suitable to the task at hand. If the student is unsure about a specific situation, they should ask a faculty member. If a student is on their phone during the school day it will be taken from them.
 - 1st offense: A student can pick up their phone at the end of the day from Ms. Alford.
 - 2nd offense: The school will contact a student's parents/guardians and they have to pick up the phone from the school.
 - 3rd offense: The student must turn in their phone each morning to the deans should they wish to bring a phone to school.
- This resets each semester.

DRESS CODE

Holland Hall would like students to focus attention on their academic work and school activities. Students are expected to be dressed in accordance with the dress code upon arrival at school.

Dress Code Requirements

It is expected that Holland Hall students will be neat, clean and appropriate in their dress on campus or when participating in a school function off campus. This includes shirts tucked in and all dress code requirements adhered to. In addition, hats are not permitted to be worn unless specific permission has been granted. Students will be required to be in proper dress code before attending classes. Students not in dress code will need to amend their dress before they are allowed to proceed with the academic day.

Upper School Dress Code Requirements

Shirts	Button-down collared dress shirt (short or long sleeve), white or any solid pastel color. Ties are required for boys, optional for girls.
Skirts	Plaid, navy or khaki pleated skirts or skorts, purchased from C&J, Lands' End or Tommy Hilfiger Uniforms. Only Holland Hall-approved skirts may be worn.
Pants	Khaki or navy dress pants. Belts are required.
Sweatshirts Outerwear	For regular dress code days: Holland Hall crew neck sweatshirt, quarter-zip or full-zip in solid navy, black, white, or heathered gray — sold or received only through Holland Hall, may be worn over a uniform shirt. In Upper School only, students may wear Holland Hall outerwear with more than just a logo. Outerwear must be provided by or bought from the Dutch Zone, the Athletics Department, a school organization or club, one of our official uniform vendors — Lands' End, C&J, Tommy Hilfiger Uniforms — or a source that has requested permission to use the official logo from the Communication Department. Only black, white, cardinal red or Holland Hall blue ink may be used on the shirts. Hoodies are only permitted on Dutch Days. Navy or black sweaters or cardigans with HH H-logo on the left side sold from one of the vendors above are also allowed.
Athletics	Students should talk to their individual coaches before purchasing clothes for sports. All Dutch Packages will include some clothing that is appropriate for the daily dress code in the US.
Tights	Solid black or navy tights may be worn under skirts. Sweatpants are not permitted.
Shoes	Any low-heeled shoes, including tennis shoes, may be worn. Sandals and house shoes/slippers are not permitted.

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, sweatshirts, or hoodies. Uniform bottoms, Blue jeans (non-ripped) or khaki or navy shorts are permissible. The normal shoe requirements apply on Dutch Days. Please note: Only Upper School students are allowed to wear jeans on Dutch Days.

Free Dress Days

Free dress is a privilege that will be awarded at the discretion of the Head of Upper School. On such days, students may wear non-uniform clothing that is appropriate for the school setting. Clothing with suggestive language or images is prohibited. In addition, any clothing that advertises, endorses, or encourages the use of illegal substances is not permitted. The Advisor, Deans of Student Life and/or Head of Upper School will determine if clothing is appropriate should the need arise.

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.

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. If extenuating circumstances exist, parents must contact the Branch Assistant prior to the service arriving on campus.

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.

Traffic

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.

Students are also reminded that before and after school, the portion of 81st Street in front of the school is posted 25 mph. The speed limit on school grounds is 14 mph. Speeding and reckless driving will not be tolerated and will be enforced by our campus safety officers. Students who fail to practice safe driving habits may lose driving privileges as determined by the Deans of Student Life.

Parking

Students should park in their assigned parking space, never on the grass, or in a manner that disrupts traffic flow or creates a safety issue. Students must remain in their parking spot for the entire school day and their after school activity. Students are not allowed to move their cars for any reason during the school day including athletic period unless they are leaving campus. Students are never permitted to park in visitor, faculty, or handicapped spaces. Students should also remember that parking lots are not hangout spots. The only reason to be in the lot is while entering or exiting one's vehicle. Students should not go to the parking lot during school hours. If a student needs something from her or his car, they must obtain a restricted area pass from the dean to go to the parking lot.

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

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

Please Note: Students should inform Campus Safety if they are temporarily driving another vehicle on campus. Please email security@hollandhall.org.

Money/Valuables/Lockers

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

Personal Property

The school cannot accept responsibility for missing items. All clothing and school supplies must be labeled clearly with the students' names. Students should not bring valuables or large sums of money to school. If it is necessary to do so, they should leave those items with their advisor. In addition, backpacks and their contents should be neatly stowed in the student's locker or away from main traffic areas.

Visitors to School

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

POLICIES

Weapon/Controlled Substances Free Campus Environment

Students and non-students shall not possess, use or distribute a weapon, controlled substances, or intoxicants when in a school location (in buildings or on property) or at school sponsored events or activities, except for limited authorized exceptions (i.e. law enforcement and security officers). Holland Hall will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, supplier/vendor/ contractor, or member of the public who violates this policy. All students are prohibited from attending school or a school related function under the influence of any controlled substance or intoxicant. It is the policy of Holland Hall that all administrators, faculty and staff members shall report to the Dean of Students, Head of Middle School, or the Head of School any student who is reasonably believed to be under the influence or in the possession of any form of intoxicant or a controlled substance, or in possession of a weapon. The Dean of Students, and/or the Head of Middle School shall immediately notify the Head of School and the student's parent(s) or legal guardian.

Smoke Free/Tobacco Free/Nicotine Free Campus Environment

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

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.

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 Counsleor or Head of School. If these people are not available, report to the Head of School’s Assistant, or one of the Associate Heads.

Any report that is required to be made shall take the following steps:

1. After being notified, the Head of School or Designee will make an oral report of the case to the Department of Human Services (DHS at (800) 522-3511). The Reporter or Designee should also make a written report of the case if requested by DHS or by the Head of School.
2. The fact that the Reporter has notified the people above does not relieve the reporter from his or her duty of having a report made promptly to DHS. Therefore, the Head of School or Designee shall inform the Reporter immediately after making the call to DHS. If the Head of School or Designee does not make the report, the reporter shall make the requisite report orally to DHS.
3. The oral or written report may include, if the information is available:
 - a. the name, age, sex, address of the child, other children in the household, parents and any others that are responsible for the child’s care;
 - b. the nature and extent of the abuse or neglect, the current condition of the child, and any previous abuse or neglect, if known;
 - c. All other information which the person making the report believes may be helpful.
 - d. The names of persons present.
 - e. When you are making a report, record the name of the DHS person taking the report, their phone number and the number assigned to the case.
4. Notes and reports will be kept in the Head of School’s office.

Employees should not promise to keep information “secret.” Information regarding any reported abuse will remain confidential to the parties who need to know in order to maintain the safety of the student.

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.

Sexual Harassment

Sexual harassment, whether verbal or physical, is a serious offense. Disciplinary action in such cases is likely to be direct and serious. Some forms of sexual harassment are considered violations of criminal law or covered by mandatory reporting obligations, and

may need to be reported to legal authorities. Students are also protected from any retaliation for making a good faith harassment complaint or for participating in a harassment investigation. Any student with a concern that he or she is being retaliated against should immediately bring it to the attention of the Dean of Students, Division Head, school nurse, or the student's advisor.

Prohibited Conduct, Searches, and Reporting

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

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

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

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

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.

Parental Conduct Policy

It is illegal for anyone to serve alcohol or provide illegal drugs to a minor. Parents who serve or otherwise knowingly provide alcohol or illegal drugs to minors will be referred to the Head of School, who may take action including separating the student and family from the school.

Student Assistance Policy

At any time prior to the occurrence of an incident that results in disciplinary consequences, students will have the opportunity to refer themselves (or to be referred by peers) to the school's alcohol and drug assistance program, confidentially and without punishment.

Assessment/Testing Policy

The school, when confronted with observations and/or evidence of alcohol/drug use by a student, may require a substance abuse screening assessment by a school-approved facility prior to the student's return to school. The cost of the assessment will be borne by the student's parents.

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.

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.